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ABSTRACT

The master plan for development of library services in Maryland provides direction and guidelines for state and local programs and activities to meet library and information needs of Maryland's citizens. This report describes progress made in 1975 toward meeting master plan recommendations. It reviews the programs and activities of the State Division of Library Development and Services, academic libraries, school library media centers, and public libraries at local, regional, and State Library Resource Center levels. It provides recent data on library financing, collections, staffing, facilities, and utilization of state library resources. Updated tables provide data on services, collections, expenditures, personnel, and students for public and school library systems. (Author/KP)

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1976 STATUS REPORT

ON THE

MASTER PLAN FOR THE DEVELOPMENT OF LIBRARY SERVICES IN THE STATE OF MARYLAND

IR004648

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FORWARD

Master Plan for the Development of Library Services in the State of Maryland 1976-1980 represents a milestone in planning for library development in the state. The Plan provides direction and guidelines for State and local programs and activities in order to meet the library and information needs of Maryland's citizens.

This report describes the progress that has been made during calendar year 1975 in meeting Master Plan recommendations. It reviews the programs and activities undertaken by the State Division of Library Development and Services, as well as by academic libraries, school library media centers, and public libraries at the local, regional, and State Library Resource Center levels. It provides the most recent data available on library financing, collections, staffing, facilities, and utilization of the library resources in the state.

It is hoped that this first annual progress report will provide the information and analyses essential to further development and implementation.

INTRODUCTION

The Master Plan recognizes that information and knowledge are needed daily by Maryland citizens in communities across the state, in schools and colleges, and in whatever locale and circumstances they find themselves. The Plan is designed to provide a program to meet these needs, to provide convenient access, to utilize library resources in the state in an effective and economic way, and to set forth a framework for systematic development.

The Plan recommends: strengthened resources of collections, staff and service programs for all types of libraries, the development of local plans to meet identified needs of the local clientele, and increased interdependence among all types of libraries through joint planning, development, and sharing of resources. These elements coalesce in a series of recommendations designed to utilize the State and Regional Library Resource Centers and other major library collections in the state through a planned State Library Network.

This first report reviews action since the approval of the Master Plan and reports progress toward the accomplishment of the Plan's objectives.

The report is divided into four sections:

Maryland's Public Libraries
The State Library Network
School Library Media Centers
Academic Libraries

At the conclusion of the public library section and the school library media section are updated tables which reflect total state information as well as information for each of the 24 systems. Numbering of the tables corresponds to the numbering in the Master Plan.

MARYLAND'S PUBLIC LIBRARIES

Public libraries assist the citizens of a democratic society by providing the information and knowledge necessary for full exercise of citizenship and for educational, recreational, or personal development.

In Maryland, public libraries are organized nto 24 library systems. Each system is governed by a local board of library trustees. The services the system offers are designed to meet the information needs of both individuals and groups through:

- Providing materials and programs of adult and continuing education
- Collecting informational, educational, and cultural materials in all forms
- Supporting the educational programs of other institutions and agencies both formal and informal
- Serving as community information centers
- Providing special information, materials, and services to local government agencies
- Developing special programs and materials to reach and serve the undereducated and economically disadvantaged segment of the community.

Information about public libraries in the Master Plan covered the years 1971-72. Comparison with 1968 figures indicated that registered borrowers and circulation had increased steadily over the years. Updated figures for borrowers and circulation (see tables 2 and 3) indicate that the increase is still continuing on a statewide basis.

The information which follows reports on the progress made on planning, on implementing standards, on financing public libraries, and on facilities. Tables which were contained in the Master Plan have been updated and are gathered at the end of the section.

Planning and Development

As a part of its legally designated responsibility, the Division of Library Development and Services is actively concerned with providing leadership in the development of planned library services throughout the state. This responsibility was referred to in the Master Plan and the Plan itself is an example of exercising such a responsibility. A part of this planning function is addressed specifically in the standards as expressed in the three following recommendations.

It is recommended that each public library system develop long-range and annual plans based on an analysis of community needs and evaluation of present services.

Three county library systems and the three Regional Resource Centers (comprised of 17 county systems) have begun systematic planning. Prior to 1976, no system had performed a recent analysis of community needs or systematically evaluated services. Six needs-assessment studies were begun (supported by Library Services and Construction Act funds) and will provide an information base for planning.

Public library systems which are in the planning process have approached the task by appointing a planning committee. Membership in these committees varies but, generally, they are composed of administrators, trustees, county officials, community leaders, library staff members, and staff of the Division of Library Development and Services.

The staff of the Office of Public Library Services, DLDS, has formulated a planning model outline. A revised draft of the outline has been used by individual library systems and the completed model is scheduled for release in 1976.

It is recommended that the Division of Library Development and Services assists local units in program development through staff training, consultant services, study, and research projects.

In order to assist local units in program development, the Division of Library Development and Services conducted training programs which emphasized the priorities as expressed in the Master Plan. Topics covered in workshops and conferences included special programs such as disadvantaged and information and referral as well as the planning process and specialized subject materials.

In preparing library systems to plan, the Division of Library Development and Services, in cooperation with Miami University, conducted nine workshops and institutes during calendar year 1975 in the areas of planning, management techniques, and development of stated public library objectives. Two hundred seventy-five public library trustees, administrators, Division staff, and key public library middle management staff were involved in intensive and challenging programs.

Twelve regional workshops were held for public library staff in the areas of specialized subject materials (business, law, science and technology, and genealogy). The purpose of the meetings was to assist local library systems in building collections to meet Master Plan recommendations. Approximately 150 participants from ten county systems attended.

In order to fulfill its responsibilities for program development, the Office of Public Library Services has established the following objectives and made progress, as reported, in accomplishing them.

To develop specialized information resources and services to serve local government officials

The Division assisted in the completion of a survey designed to examine the information needs of local and county government. The survey was done for the Western Library Region, of which Washington County is a part, and found that county government agencies were not being covered by any coordinated library service. The survey also indicated that the needs were extensive, that duplication was heavy, and that no coordination of information services existed. The result was that, based on the findings and with the encouragement of government officials, it was decided to add a governmental Reference Services Department to the Washington County Free Library. An LSCA grant of $49,940 was awarded to the library to inaugurate the service.

To provide information, referral, and other library services that will assist the educationally and culturally disadvantaged

During 1975, eight disadvantaged projects continued to be monitored and evaluated. Nine new service programs were inaugurated and LSCA grants, for a total of $185,500, were awarded for their establishment. The purpose of these programs is to reach the unserved and non-users of traditional services such as hearing impaired, day-care centers, and nursing homes.

Library systems generally do not have a collection of materials which can be used by the undereducated. Sixteen counties examined their collections and discovered that the collections needed to be expanded greatly in this area. LSCA grants for a total of $22,000 were awarded for this purpose.

In order to serve special groups, public librarians and adult education staff members must constantly be aware of the needs of the non-user and provide high interest/easy-to-read materials. During 1975 six training sessions were held to train and upgrade the abilities of approximately 400 existing staff members to work with these special groups.

An important element in delivering service to the disadvantaged and undereducated is referral to appropriate agencies and individuals. Since referral service has been so effective for a special clientele, a major emphasis in current planning is to expand the service to include the total community.

In order to accomplish this, a DLDS specialist met with representatives of the 24 public library systems to determine their readiness to develop an information and referral service. During 1975, seven public library systems developed a plan to integrate information and referral service into their total service program. Four of these systems received LSCA grants totaling $94,750 to support the program. Two of these systems have started to deliver services. Conferences were held with other State and county agencies to determine methods most suitable for coordination of services.

In order to make public librarians more comfortable with the delivery of a new service, extensive training has been done. Several components were included in the training sessions: methods to use for integration of I & R with traditional library services and techniques for organizing information, coordination with other agencies, and use of material. One workshop was conducted for 50 librarians and representatives from other I & R services and 20 training sessions involving eight local public library systems were held.

To develop a comprehensive public information program on library resources and services

Preliminary data on needs assessment studies show that a large percentage of the population is not aware of services offered by the public library systems. When the information from the studies has been analyzed, a public information program will be included in the local system plans.

To increase by 20 percent the number of library users

The number of adults and children who register for a library card is one indication of library use. Methods of registering borrowers and statistics of registration vary

greatly throughout the state. In view of the number of systems which only make an estimate of registrations and those which do not register borrowers at all, statistical analysis is not wholly reliable. However, the reporting does give a general indication of use. From 1972 to 1975, 56,116 more people registered for cards throughout the state.

The Division of Library Development and Services public library staff specialists used the Master Plan recommendations as the focal point for determining plans for action. Advisory and consultative services in the areas of Administration, Planning, Programs, and Facilities for the local library systems were provided. Evaluation of programs was also a priority activity on the part of the specialists.

It can be assumed that the studies and research being done for planning purposes will assist in the development of programs. Local units were also encouraged to plan cooperative and innovative programs which upon evaluation would act as guides to other systems. LSCA, Title I grants, for a total of $392,290, were awarded for this purpose.

It is recommended that the Division of Library Development and Services with the cooperation of the local library systems and other agencies explores the application of newer forms of media and educational technology to the improvement of public library services and of public library operations.

Throughout the state, public libraries have been adding materials and equipment to facilitate the use of newer forms of media and educational technology. Microforms, microfilm, and microfiche now make available instantly vast collections of materials through reader-printer equipment. Video tape recordings provide instruction for citizens, community aural/visual history, increased capabilities for inservice training, and continuing education needs. Equipment and materials now available include:

Microfilm and microfiche reader/printers
Video receivers/recorders
Cassettes
Listening tables
Language Master cards
Experimental films
Microfilm serials
Stereo tapes

LSCA funds were allocated to the three regional library centers and the State Library Resource Center in the amount of $300,000 to help alleviate their wide discrepancies in meeting the minimum standards of 6,900 additional film prints.

Other federally-funded projects concerned with materials include:

Musicache (microfilm music scores)	$ 5,000
Video quest (video cassette tapes)	$20,000
Microfilm periodical collections	$13,000
Regional microfilm newspaper collection	$16,000

To assist 19 local library systems in meeting the rapidly increasing cost of centralized acquisition, cataloging, and processing of library materials, the Maryland Materials Center was given a grant of $20,000 for 1975.

The Division of Library Development and Services co-sponsored, with the University of Maryland, a workshop on data processing and networking. Approximately 50 participants from academic, public, and school libraries met to consider computer applications in the areas of acquisitions, serials, cataloging, and reference.

Library systems planning new building are advised and encourage to include special conduits, such as those needed for cable television, and to select special-type furniture for the utilization of new forms of material.

Standards for Public Libraries

Progress in the orderly development and maintenance of public library services throughout the state is related to the ability of local public library systems to identify the information needs of local clientele and develop services to meet these needs. "Standards for Public Libraries" included in the Master Plan, is intended to serve as a guideline for the local library systems as they determine local needs, evaluate the ability of their collections and services to meet these needs, and set priorities for improvement in collections and services.

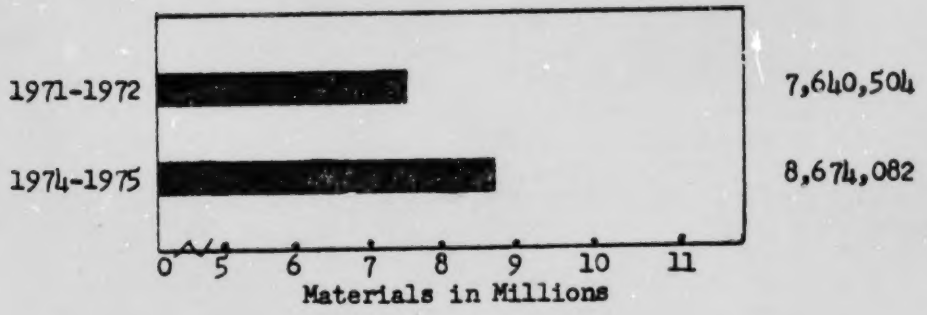
The standards serve as a base for defining collection, staff, and service needs. They are also an integral part of the effort to obtain adequate financial support. While inflated costs have adversely affected growth in collections and staffing, some progress has been made.

Collections

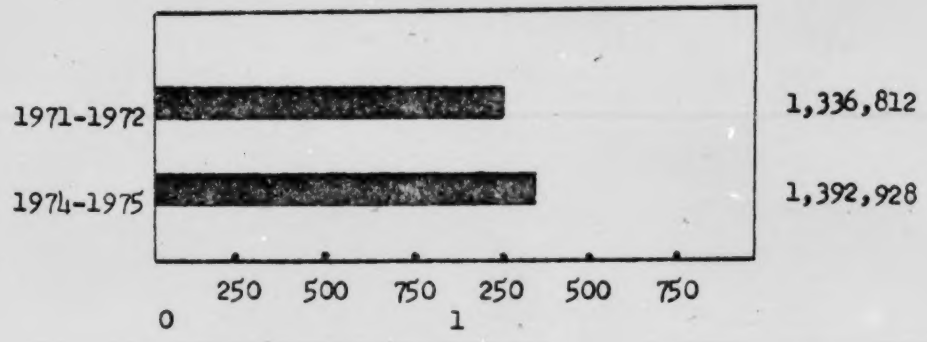
In order to meet proposed standards, it was noted in the Master Plan that annual expenditures would need to be increased $2,000,000 annually statewide. Because it was not possible for all systems to meet this goal within the financing formulae proposed in the Plan, the following recommendation was proposed.

It is recommended that as a minimum each library system increase its annual rate of acquisitions so as to reach 2.5 books per capita within five years, and to increase holdings in journals and in nonprint materials so as to reach 50 percent of the number required to meet standards within five years.

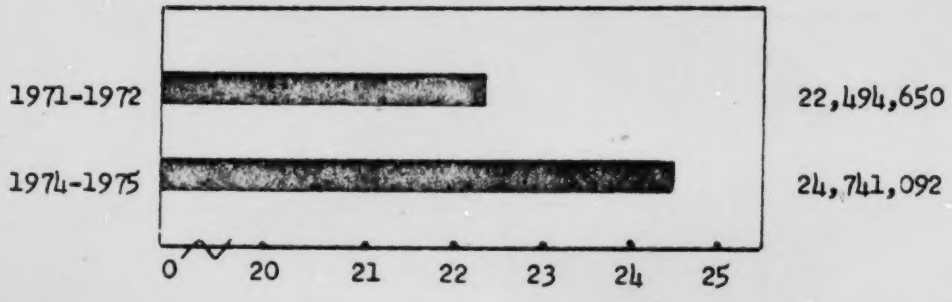
Total Materials in Maryland Public Libraries
1972 and 1975



Registered Borrowers in Maryland Public Libraries
1972 and 1975



Circulation in Maryland Public Libraries
1972 and 1975



In 1975 the 24 public library systems were given Library Services and Construction Act, Title I (Project V) grants, totaling $400,000 to assist in increasing annual acquisitions. This meant that individual grants of $16,875 were awarded to assist the local library systems in the development of materials collections to meet the Master Plan recommendation. LSCA projects were based upon improving identified program and service needs and upon assessing resources available within local areas. The projects emphasized expanding present materials collections and enhancing use through expanding service programs and the addition of nonprint material and equipment.

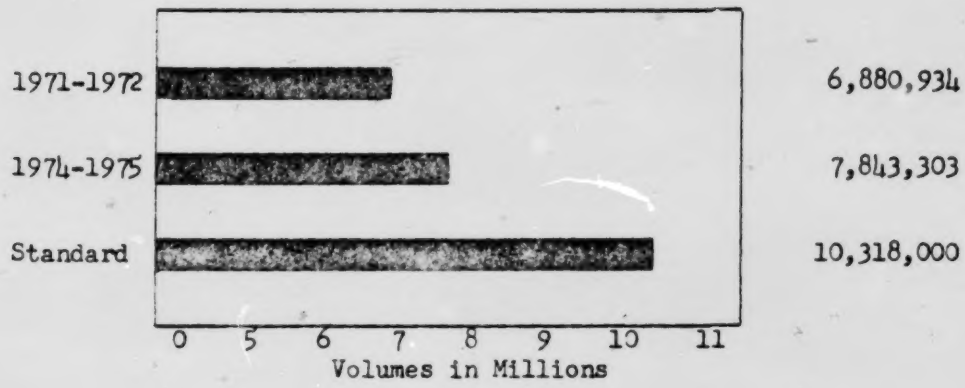
The standards proposed the following series of recommendations for development of collections. Tables which include information concerning individual county systems are found at the conclusion of the section on "Maryland's Public Libraries."

It is recommended that all library systems attain collection levels of 2.5 books per capita within five years.

Book Collections

Between 1972 and 1975, 962,371 volumes were added to Maryland's public library systems. Volumes per capita increased only 0.2 percent during this period. This small increase points up the inflationary factor prevalent in the publishing industry during this period. Only two library systems meet minimum standards.

Total Volumes Statewide 1972, 1975, and Minimum Standard

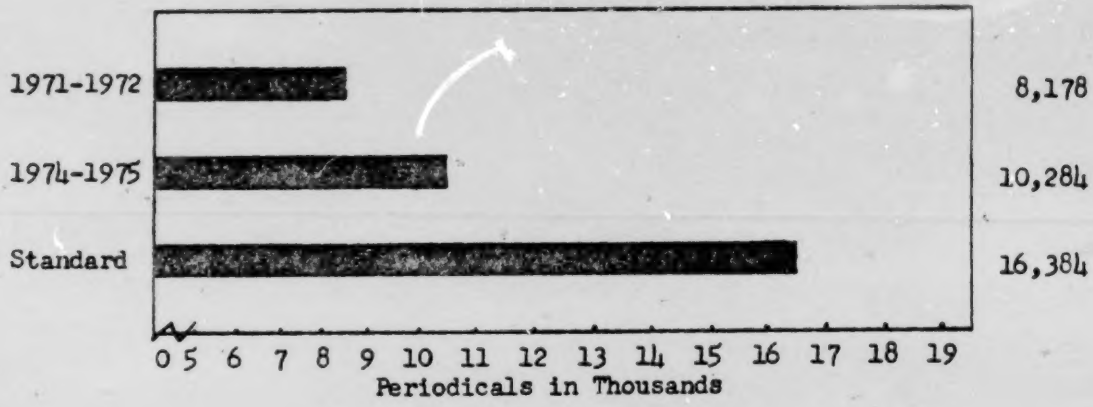


It is recommended that library systems serving 1) more than 150,000 population, add one-half the number of periodicals required to meet the standard, and 2) less than 150,000 population, add the number of periodicals required to meet the minimum of the range.

Periodicals

Growth in periodical collections for the entire state shows an increase of 2,106 titles. Four counties now exceed the minimum standard for periodicals. Six counties are close to meeting the standard and range from 4 to 70 titles still needed.

Periodicals in Maryland Public Libraries
1972, 1975, and Minimum Standard

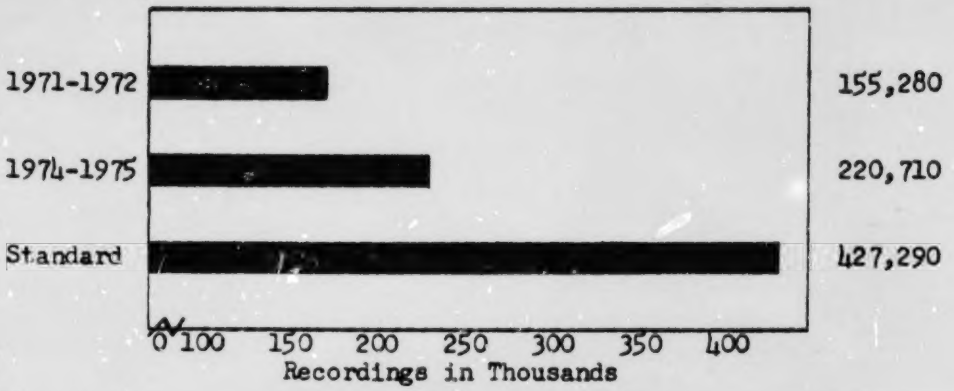


It is recommended that all library systems add 50 percent of the recordings required to meet the standards.

Recordings

A total of 65,430 recordings have been added to public libraries since 1972. Only one county meets the minimum standard. Five county library systems have collections which meet 50 percent or more of the standard. The remaining systems (a majority) hold less than 40 percent of the recommended minimum.

Recordings in Maryland Public Libraries
1972, 1975, and Minimum Standard

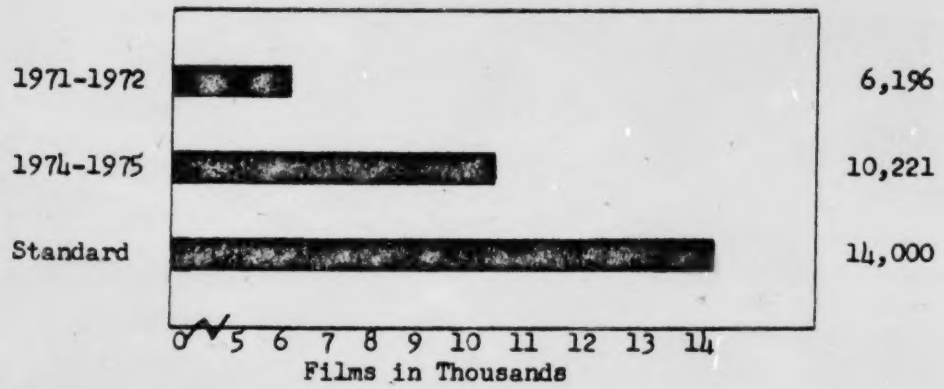


It is recommended that 1) library systems serving over 150,000 population build film collections of at least 500 titles within five years; 2) State and Regional Library Resource Centers build to 4,000 and 1,500 prints respectively within five years and that these centers provide service to smaller library systems and supplement through the State Resource Center and other film collections.

Films

There are 4,025 more films available throughout the state than in 1972. Two library systems now meet or exceed the standards and one system is within 37 titles of reaching the minimum standard. The greatest need remains in the State and Regional Resource Centers where a combined total of 6,903 prints must be added for minimal collections.

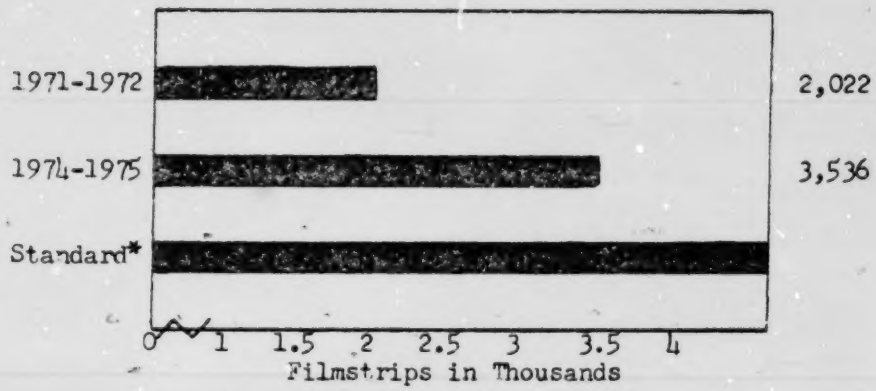
Films in Maryland Public Libraries
1972, 1975, and Minimum Standard



Filmstrips

Filmstrips were also included in the category of nonprint materials. Minimum standards were stated in the Master Plan. Three county systems meet the minimum standard, and two of the three Regional Resource Centers meet the minimum requirements. There are 1,514 more filmstrips available statewide than in 1972.

Filmstrips in Maryland Public Libraries
1972, 1975, and Minimum Standard*



*Minimum standard varies from 6,000 to 12,000, depending on the size of population served.

Personnel

The Master Plan noted that the effectives of a library system's service was dependent upon an adequate staff with a variety of specialized ability. Minimum standards for personnel specified one staff member for each 2,000 persons in the area served by the library system (excluding maintenance personnel and pages) and at least one professional librarian in addition to the library director in each library system.

No specified number was given for each type of personnel, but the following ratio was suggested:

Professional Staff	20-24 percent
Paraprofessional Staff	21-25 percent
Clerical Staff	45 percent
Page and Hourly Help	10 percent

Because many of the smaller library systems had only a director with professional library education, the Master Plan specifically included the following:

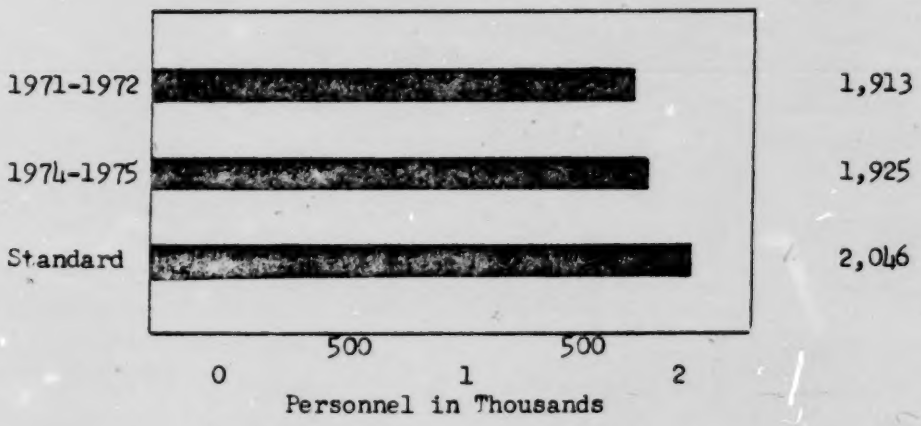
It is recommended that (a) county library systems with only one professional librarian add at least one additional professional librarian immediately and that (b) all library systems meet staffing standards within five years.

One county library system which had only one professional librarian received approval and funds for an additional position in Fiscal 1976. Two counties that shared a library director now have a full-time director for each. Six county library systems still have only one professional librarian.

Statewide, over 220 positions were added during the period from 1972 through 1975. In order to meet minimum standards, another 2,230 positions are needed.

Twenty-one library systems fail to meet standards for professional librarians, 18 fail to meet standards for para-professional staff, and 18 fail to reach standards for clerical employees. Enoch Pratt Free Library was the only system that met the minimum standard for total staff. When 1975 tabulations were made, however, Pratt was shown to need additional para-professionals and pages.

Personnel Needs for Maryland Public Libraries
1972, 1975, and Minimum Standard*



*This chart is based on figures which exclude maintenance personnel and pages.

Facilities

Public library facilities have developed to meet the increasing demands of library users. While the number of locations increased from 156 to 169, the latter total now includes buildings used solely for administrative purposes, urban service library rooms, and library stations previously excluded. To arrive at more meaningful totals, all square footage used by public library systems must be included. (See Table 41)

Total square footage used for public library operations rose from 1,632,014 to 1,735,643, an increase of 103,629 square feet. Average square footage of space per capita statewide rose from .39 to .42.

According to formulae for per capita space in relation to population served, ten of Maryland's public library systems meet the recommended square footage while 14 fall short.

There was much construction activity. One new county headquarters building replaced a storefront. Three branches opened in areas previously served by bookmobiles, while five more new agencies replaced small, outdated structures. One branch was renovated and expanded by 1,252 square feet.

Two small public service outlets closed, one at Jennings (Garrett County) and one at Vienna (Dorchester County). These communities are now served by bookmobiles.

Additional space planned for the next five years decreased by 104,949 square feet, from 662,449 to 557,500.

Since construction costs per square foot rose by $3.62, from $38.38 to $42.00, the projected cost for the planned 557,500 square feet is $23,415,000.

Only one LSCA, Title II, grant ($143,861) was made during the past year. This amount went into the capital budget for a new headquarters facility for the Kent County Public Library in Chestertown, the public library system presently having the smallest per capita square footage for library use in the state.

Library Services and Construction Act money assisted the local systems in building projects from 1965 through 1973. Because funds have not been allocated for Title II since 1973, an additional 15 percent of public library construction costs has been assumed by either the local jurisdictions or the state of Maryland.

It is recommended that alternative formulae be investigated which will stabilize construction support.

Facilities - Public Libraries

Alternate formulae have been investigated in an effort to stabilize construction support. A bill is to be introduced in the 1976 session of the General Assembly designating the program "Library Building Fund" rather than "Public Library Incentive Fund." To amend Section 177, Article 77, Annotated Code of Maryland, this bill expands the local wealth base in that the sum of net taxable income and adjusted assessed valuation of real property becomes a part of the formula. The program calls for a State appropriation of approximately 50 percent of the cost of the minimum program which is based upon $1.00 per capita. The State must support no less than 20 percent of the cost of the minimum program.

It is recommended that the Division of Library Development and Services approve local construction projects to assure that standards and criteria for library facilities are met.

As of December 31, 1975, the Division of Library Development and Services Specialist in Facilities continued to work with local public library building programs in 17 of Maryland's 24 public library systems.

Those projects having federal funds in their budgets must be approved by the Division of Library Development and Services and the School Interagency Group within the Maryland State Department of Education. Local capital projects utilizing State public library incentive funds are in most instances developed in consultation with the Division specialist.

Financing

As a necessary component of any effort to meet the standards, library systems require basic financial support. State support was shown in the Master Plan to have remained relatively static for almost a decade. A recommendation for increased State support was made to meet rising material and personnel costs.

It is recommended that in 1975 the Governor and the Maryland General Assembly enact legislation that will revise the library aid formulae to provide a minimum foundation program of $6.00 per capita, provide an increase in the percentage of State support above the present 30 percent, and retain the equalization and minimum guarantee factors in the present law.

In 1975 the Maryland General Assembly revised the aid formulae, increased the foundation program from $1.80 to $3.00 per capita, and specified that the State support should be raised from 30 percent to 40 percent. The revision became effective July 1, 1975 and increased the total amount of State aid from $2,637,217 to $5,257,642.

In order to assess the impact that the increase in aid had on the local units, questionnaires were sent to the library systems. The findings were as follows:

1. Twelve of the 24 systems received an increase in support from the county governments. Local support was decreased in 11 systems and one library system received the same amount in 1976 as in 1975 from its county government.

2. In Fiscal 1976, $7,070,558 local funds were needed for matching purposes. Twenty-two counties overmatched for a total of $20,403,769, while two county governments appropriated only the amount needed to match State aid.

3. Per capita support statewide increased from $6.81 in 1975 to $7.82 in 1976. In Fiscal 1975, Baltimore County and Prince George's County spent over $9.00 per capita - smaller counties such as Allegany, Cecil, Kent, and Somerset were able to support the systems within the $2.00 to $3.00 per capita range.

4. During Fiscal 1976, $27,474,327 is available for public library support, of this 84 percent is supplied by local governments and 16 percent by the State.

5. Not one of the systems meets all the standards as proposed in the Master Plan. In order to determine the effect that increased aid will have on services and resources, the local units were asked how the additional monies were allocated.

   Eleven used some of the funds for salary increases.

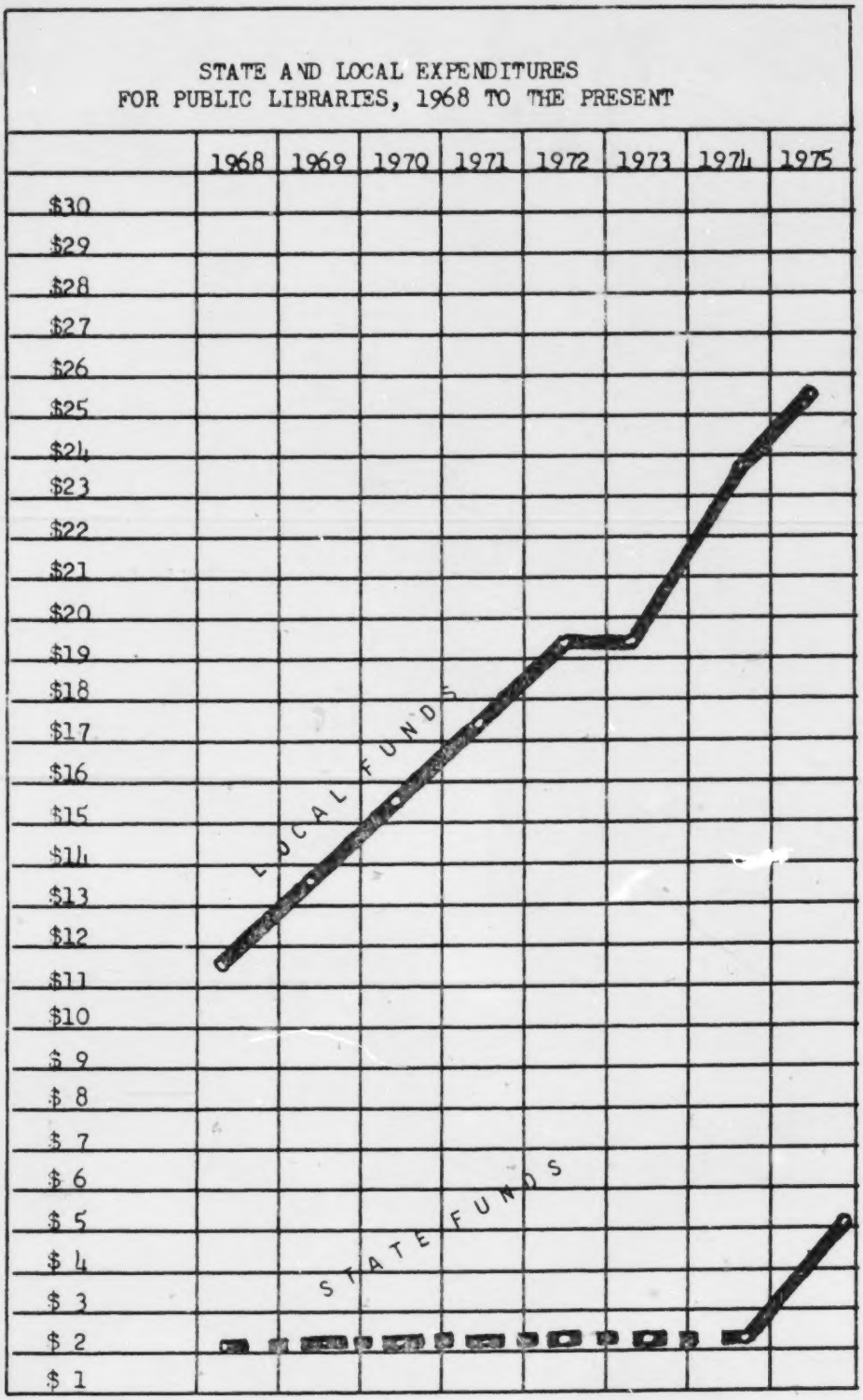
   Five counties added 4 1/2 more staff members.

   Six counties increased hours of opening for an additional 3,432 hours and two of these offered Sunday hours.

   Twelve counties allocated part of the State aid increase for the purchase of materials. It is estimated that approximately 53,000 more volumes will be available throughout the state because of increased State aid.

   Inflation has had its effect on the purchase of materials, maintenance of buildings, cost of gas and oil for bookmobiles, and utilities. Six counties reported that all or most of the State-aid increase was used for these additional costs. Repeated statements were made that the additional funds made it possible to maintain the "status quo," only.

Additional financial information on Maryland's public libraries is found in the table "Anticipated Income 1975."


STATE AND LOCAL EXPENDITURES
FOR PUBLIC LIBRARIES, 1968 TO THE PRESENT
1968
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$15
$14
$13
$12
$11
$10
$ 9
$ 8
$ 7
$ 6
$ 5
$ 4
$ 3
$ 2
$ 1
LOCAL FUNDS
STATE FUNDS
DOLLARS IN MILLIONS

TABLE 1 -- Public Library Service Outlets

Local Unit	Number of Public Service Outlets	Number of Bookmobiles
State Totals	158	37
Allegany County Library	5	1
Anne Arundel County Public Library	9	2
Enoch Pratt Free Library (Baltimore City)	32	2
Baltimore County Public Library	17	4
Calvert County Library	1	1
Caroline County Public Library	2	1
Carroll County Library	5	1
Cecil County Library	4	1
Charles County Library	4	2
Dorchester County Public Library	2	1
C. Burr Artz Library (Frederick County)	4	1
Ruth Enlow Library (Garrett County)	6	1
Harford County Library	5	1
Howard County Library	4	2
Kent Public Library	1	-
Montgomery County Department of Public Libraries	17	3
Prince George's County Memorial Library	18	5
Queen Anne's County Library	1	1
St. Mary's County Memorial Library	2	1
Somerset County Library	2	1
Talbot County Free Library	3	1
Washington County Free Library	9	2
Wicomico County Free Library	1	1
Worcester County Library	4	1

TABLE 2 - Registered Borrowers in Public Library Systems in Maryland: 1974-1975

Local Unit	1975 Population 5 Years Old and Older	Registered Borrowers					Registered Borrowers as a Percent of Pop. 5 Years Old and Olde
		Total	Adult		Juvenile		
			Number*	Percent	Number*	Percent	
Total State	3,785,070	1,392,928	511,085	-	249,870	-	36.8
Baltimore City	782,390	156,908	92,968	59.3	63,940	40.7	20.0
Prince George's	629,560	195,000E	NA	-	NA	-	30.9**
Baltimore County	608,310	266,115	194,108	72.9	72,007	27.1	43.7
Montgomery	532,470	232,000	NA	-	NA	-	43.5
Anne Arundel	304,440	145,360E	NA	-	NA	-	47.7
Harford	117,240	46,182E	29,962	65.0	16,220	35.0	39.4
Washington	99,270	39,400E	NA	-	NA	-	39.7
Frederick	85,960	20,213	NA	-	NA	-	23.5
Howard	83,540	56,003	40,091	71.5	15,912	28.5	67.0
Allegany	75,980	69,116E	41,469	60.0	27,647	40.0	91.0
Carroll	72,650	21,880	17,500	80.0	4,380	20.0	30.1
Charles	52,400	31,330	19,564	62.0	11,766	38.0	59.7
Wicomico	53,480	19,387	14,897	76.8	4,490	23.2	40.0
Cecil	49,590	21,951	10,352	47.1	11,599	52.9	44.2
St. Mary's	47,400	15,510	11,008	71.0	4,502	29.0	32.7
Dorchester	27,430	10,216	5,359	52.5	4,857	47.5	37.2
Worcester	24,860	12,854	10,216	79.5	2,638	20.5	51.7
Talbot	23,590	9,400	7,069	75.0	2,331	25.0	39.8
Calvert	23,080	9,834	6,770	68.8	3,064	31.2	42.6
Garrett	20,880	9,336	5,792	62.0	3,544	38.0	44.7
Caroline	18,780	NA	NA	-	NA	-	-
Queen Anne's	18,450	4,933	3,960	80.0	973	20.0	26.7
Somerset	17,900	NA	NA	-	NA	-	-
Kent	15,420	NA	NA	-	NA	-	-

NA Figures not available.

* "Adult" and "Juvenile" are defined differently in all libraries. In a number of libraries, a single card is used which results in some of those libraries having only total figures.

** Prince George's County Library records are now being computerized, therefore exact count not available.

E Estimated

TABLE 3 - Factors Affecting Per Capita Circulation in Maryland Public Libraries; 1974-1975

Local Unit	Circulation			Items in Materials Collection	Volumes Added	Ratio of Volumes to Titles Added	Percent Added Per Cap
	TOTAL	Per Capita	Per Item				
Total State	24,741,092	6.0	2.9	8,674,082	799,008	7.3 to 1	.194
Baltimore City	2,667,144	3.2	0.9	2,847,554	93,312	6.8 to 1	.111
Prince George's	3,702,303	5.2	3.3	1,121,264	81,032	8.6 to 1	.115
Baltimore County	6,397,655	9.8	4.8	1,342,890	221,128	22.8 to 1	.340
Montgomery	5,421,644	9.3	4.3	1,261,188	149,162	17.0 to 1	.255
Anne Arundel	1,894,401	5.7	3.5	544,479	82,686	13.6 to 1	.248
Harford	775,194	6.0	4.0	193,532	24,403	4.1 to 1	.188
Washington	514,013	4.8	2.5	207,479	15,240	2.1 to 1	.143
Frederick	290,950	3.1	2.7	108,064	6,483	1.7 to 1	.069
Howard	565,499	6.1	3.7	151,775	20,667	3.4 to 1	.222
Allegany	479,535	5.8	4.1	117,445	11,364	2.1 to 1	.138
Carroll	254,792	3.2	2.6	96,412	7,442	1.9 to 1	.094
Charles	262,551	4.4	4.0	66,239	5,200	1.2 to 1	.088
Wicomico	280,420	4.9	3.2	88,943	5,980	1.4 to 1	.104
Cecil	165,320	3.0	1.9	86,496	3,756	2.0 to 1	.069
St. Mary's	209,681	4.1	3.2	65,565	4,528	1.7 to 1	.088
Dorchester	117,955	4.1	2.2	54,825	47,103	12.0 to 1	.163
Worcester	147,051	5.5	2.7	54,007	4,234	2.5 to 1	.157
Talbot	144,984	5.7	2.4	61,318	3,442	1.3 to 1	.136
Calvert	69,351	2.8	2.3	29,866	1,149	2.4 to 1	.046
Garrett	133,351	6.0	2.8	47,899	2,349	1.3 to 1	.105
Caroline	66,341	3.2	2.1	30,973	3,036	2.1 to 1	.148
Queen Anne's	85,142	4.4	1.7	50,850	2,009	1.7 to 1	.103
Somerset	52,315	2.8	2.2	23,448	2,052	1.4 to 1	.109
Kent	43,500	2.6	2.0	21,571	1,251	1.0 to 1	.074

TABLE 4 - Periodicals in Maryland Public Libraries: 1974-1975

Local Unit	Number of Periodical Titles (exclusive of duplicates)	Minimum Standard Collection	Number Needed to Meet Standard
State Total	10,284	16,384	6,883
Baltimore City	3,900	3,360	—
Prince George's	981	2,825	1,844
Baltimore County	781	2,602	1,821
Montgomery	1,236	2,336	1,100
Anne Arundel	442	1,336	894
Harford	25[illegible]	250+	4+
Washington	388	250+	—
Frederick	180	250+	70+
Howard	297	250+	—
Allegany	91	250+	159+
Carroll	221	250+	29+
Charles	144	250+	106+
Wicomico	215	250+	35+
Cecil	120	250+	130+
St. Mary's	144	250+	106+
Dorchester	176	200	24
Worcester	100	200	100
Talbot	104	200	96
Calvert	116	200	84
Garrett	175	125	—
Caroline	50	125	75
Queen Anne's	119	125	6
Somerset	20	125	105
Kent	30	125	95

TABLE 5 - Recordings in Maryland Public Libraries: 1974-1975

	Recordings Owned	Standard Minimum Collection	Needed to Meet Standard	Percent of Standard Met	Estimated* Number of Recordings Purchased 1975	Percent of Number of Minimum Collections Purchased (Standard 18-20%)
Total State	220,710	427,290	212,327	52	44,565	10
25,000+						
Baltimore City	28,771	84,000	55,229	34	--	--
Prince George's	17,253	70,630	53,377	24	10,697	15
Baltimore County	70,807	65,060	--	--	17,355	27
Montgomery	42,482	58,390	15,908	73	7,250	12
Anne Arundel	24,642	33,400	8,758	74	3,675	11
Harford	4,651	12,990	8,339	36	--	--
Washington	5,607	10,630	5,023	53	615	6
Frederick	2,421	9,380	6,959	26	200	2
Howard	2,148	9,310	7,162	23	1,672	18
Allegany	2,968	8,260	5,292	36	1,322	16
Carroll	1,837	7,930	6,093	23	301	4
Charles	1,628	5,920	4,292	28	123	2
Wicomico	2,972	5,760	2,788	52	461	8
Cecil	4,865	5,460	595	89	213	4
St. Mary's	1,218	5,170	3,952	24	159	3
Dorchester	817	5,000	4,183	16	13	--
Worcester	114	5,000	4,886	2	250	5
Talbot	1,268	5,000	3,732	25	63	1
Calvert	680	5,000	4,320	14	116	2
10,000-24,999						
Garrett	1,126	3,000	1,874	38	--	--
Caroline	600	3,000	2,400	20	57	2
Queen Anne's	817	3,000	2,183	27	--	--
Somerset	450	3,000	2,550	15	23	--
Kent	568	3,000	2,432	19	--	--

* Based on expenditures using $4.00 as an average per item cost figure. This is the figure currently being used by Baltimore County Public Library.

TABLE 6 - Films in Maryland Public Libraries: 1974-1975

	Films Owned	Minimum Standard	Needed to Meet Standard
State Total	10,221	14,000	8,307
750,000-999,999			
Baltimore City	3,171	1,000	--
500,000-749,999			
Baltimore	23	800	777
Montgomery	763	800	37
Prince George's	2,455	800	--
300,000-499,999			
Anne Arundel	10	600	590
150,000-299,999			
No counties in this category			
10,000-149,999			
Harford	6	--	--
Washington	10	--	--
Cecil	9	--	--
Worcester*	6	--	--
Area Resource Centers			
Eastern Shore Area (Salisbury)	604	1,500	896
Southern Maryland Regional (LaPlata)	109	1,500	1,391
Western Maryland Regional (Hagerstown)	213	1,500	1,287
Baltimore City	2,171**	1,500	--
State Resource Centers			
Baltimore City	671***	4,000	3,329

* Worcester County is a member of the Eastern Shore Regional Library System.
** Number owned beyond number used to meet local service standard.
*** Number owned beyond number used to meet regional service standard.

TABLE 7 - Filmstrips in Maryland Public Libraries: 1974-1975

	Filmstrips Owned	Standard Collections	Needed to Meet Standard
Total State	3,536	6,000-12,000	3,407-8,563
150,000+			
Baltimore City	709	500- 1,000	0- 291
Prince George's	724	500- 1,000	0- 276
Baltimore County	285	500- 1,000	215- 715
Montgomery	--	500- 1,000	500-1,000
Anne Arundel	451	500- 1,000	49- 549
50,000-149,999			
Harford	282	500- 1,000	218- 718
Washington	--*		
Frederick	--	500- 1,000	500-1,000
Howard	--	500- 1,000	500-1,000
Allegany	*		
Carroll	--	500- 1,000	500-1,000
Charles	***	500- 1,000	500-1,000
Wicomico	911**	500- 1,000	0- 89
Cecil	75	500- 1,000	425- 925
St. Mary's	24***		
25,000-49,999			
Dorchester	30**		
Worcester	**		
Talbot	**		
Calvert	***		
Garrett	*		
Caroline	**		
Queen Anne's	45**		
Somerset	**		
Kent	**		

* Western Maryland Regional Resource Center.
** Eastern Shore Regional Resource Center.
*** Southern Maryland Regional Resource Center.

TABLE 8 - Minimum Book Collections for Maryland Public Libraries: 1974-1975 (Five Year Projection)

	Volumes Per Cap.	Standard for Per Cap.	Actual Volumes	Standard for Volumes Minimum 2.5	Actual Books Added 1975	Percent of Actual Books Added to Std. for Min. Volumes	Standard for Volumes Added 10-15 Percent of Min. Volumes		Withdrawal Rate Per Actual Collec.
Total State	1.9	2.5	7,843,305	10,318,000	758,584	7.4%	1,031,800-	1,547,700	5.0
300,000-999,999 Population									
Baltimore City	2.7	2.5	2,268,192	2,100,000	93,312	4.4%	210,000-	315,000	4.6
Prince George's	1.6	2.5	1,095,549	1,765,750	81,032	4.6%	176,575-	264,863	4.8
Baltimore County	2.0	2.5	1,269,395	1,626,500	221,128	13.6%	162,650-	243,975	10.0
Montgomery	2.1	2.5	1,209,671	1,459,750	149,162	10.2%	145-975-	218,963	4.4
Anne Arundel	1.5	2.5	515,048	835,000	82,686	10.0%	83,500-	125,250	3.3
100,000-299,999 Population									
Harford	1.5	2.5	188,040	324,750	24,403	7.5%	32,475-	48,713	2.5
Washington	1.9	2.5	201,143	265,750	15,240	5.7%	26,575-	39,863	3.0
50,000-99,999 Population									
Frederick	1.1	2.5	104,991	234,500	6,483	2.8%	23,450-	35,175	2.6
Howard	1.4	2.5	131,801	232,750	20,667	8.9%	23,275-	34,913	4.0
Allegany	1.3	2.5	110,286	206,500	11,364	5.5%	20,650-	30,975	1.5
Carroll	1.2	2.5	93,965	198,250	7,442	3.8%	19,825-	29,738	1.0
Charles	1.1	2.5	64,120	148,000	5,200	3.5%	14,800-	22,200	1.5
Wicomico	1.4	2.5	80,272	144,000	5,980	4.2%	14,400-	21,600	3.6
Cecil	1.5	2.5	81,224	136,500	3,756	2.8%	13,650-	20,475	7.2
St. Mary's	1.2	2.5	63,285	129,250	4,528	3.5%	12,925-	19,388	0.9
16,000-49,999 Population									
Dorchester	1.9	2.5	53,586	72,250	6,679	9.2%	7,225-	10,838	0.4
Worcester	2.0	2.5	53,221	67,250	4,234	6.3%	6,725-	10,088	2.0
Talbot	2.4	2.5	59,946	63,250	3,442	5.4%	6,325-	9,488	1.2
Calvert	1.2	2.5	29,016	63,000	1,149	1.8%	6,300-	9,450	2.9
Garrett	2.1	2.5	46,432	56,000	2,349	4.2%	5,600-	8,400	1.5
Caroline	1.5	2.5	30,323	51,250	3,036	5.9%	5,125-	7,688	1.6
Queen Anne's	2.6	2.5	49,848	48,750	2,009	4.1%	4,875-	7,313	2.4
Somerset	1.2	2.5	22,978	47,000	2,052	4.4%	4,700-	7,050	1.1
Kent	1.3	2.5	20,973	42,000	1,251	3.0%	4,200-	6,300	8.4

TABLE 7 - Filmstrips in Maryland Public Libraries: 1974-1975

	Filmstrips Owned	Standard Collections	Needed to Meet Standard
Total State	3,536	6,000-12,000	3,407-8,563
150,000+			
Baltimore City	709	500- 1,000	0- 291
Prince George's	724	500- 1,000	0- 276
Baltimore County	285	500- 1,000	215- 715
Montgomery	--	500- 1,000	500-1,000
Anne Arundel	451	500- 1,000	49- 549
50,000-149,999			
Harford	282	500- 1,000	218- 718
Washington	--*		
Frederick	--	500- 1,000	500-1,000
Howard	--	500- 1,000	500-1,000
Allegany	*		
Carroll	--	500- 1,000	500-1,000
Charles	***	500- 1,000	500-1,000
Wicomico	911**	500- 1,000	0- 89
Cecil	75	500- 1,000	425- 925
St. Mary's	24***		
25,000-49,999			
Dorchester	30**		
Worcester	**		
Talbot	**		
Calvert	***		
Garrett	*		
Caroline	**		
Queen Anne's	45**		
Somerset	**		
Kent	**		

* Western Maryland Regional Resource Center.
** Eastern Shore Regional Resource Center.
*** Southern Maryland Regional Resource Center.

TABLE 9 - Personnel Needs for Maryland Public Libraries: 1974-1975 To Meet Proposed Standards

	Present*	Standard for Total (incl. 10% for pages)	PROFESSIONAL STAFF Present	Standard	Needed	ASSOCIATE OR PARAPROFESSIONAL Present	Standard	Needed	CLERICAL Present	Standard	Needed	PAGES Present	Standard	Needed
Total State	2,133.34	2,273	551.35	534	99.15	319.95	490	177.65	1,054.38	1,022	133.72	207.66	226	48.14
150,000				24%			21%			45%			10%	
Baltimore City	568	462	175	111	**	66	97	31	304	208	**	23	46	23
Prince George's	408	388	128	93	**	30	81	51	199	175	**	51	39	**
Baltimore County	402	358	81	86	5	71	75	4	200	161	**	50	36	**
Montgomery	312.8	321	94.5	77	**	48.2	67	18.8	135.3	144	8.7	34.8	32	**
Anne Arundel	125.33	184	29	44	15	21	39	18	58	83	25	17.33	18	.67
50,000-149,999				22.5%			22.5%							
Harford	41.25	72	7.5	16	8.5	12.25	16	3.75	15	32	17	6.5	7	.5
Washington	31	58	6	13	7	4.5	13	8.5	16	26	10	4.5	6	1.5
Frederick	21	52	4	12	8	4	12	8	11	23	12	2	5	3
Howard	37	52	4	12	8	6	12	6	21	23	2	6	5	**
Allegany	18	45	1	10	9	6	10	4	11	20	9	-	5	5
Carroll	20.7	44	5.4	10	4.6	11.2	10	**	1.5	20	18.5	2.6	4	1.4
Charles	22.6	33	-	7	7	6	7	1	14.1	15	.9	2.5	3	.5
Wicomico	21.5	32	3.5	7	3.5	4.5	7	2.5	12	14	2	1.5	3	1.5
Cecil	12.5	30	2	7	5	2.5	7	4.5	7	14	7	1	3	2
St. Mary's	19.6	29	-	7	7	2.1	7	4.9	15.5	13	**	2	3	1
25,000-49,999				20%			25%							
Dorchester	11.8	17	2	3	1	5.8	4	**	3	8	5	1	2	1
Worcester	12	15	1	3	2	-	4	4	11	7	**	-	2	2
Talbot	11.2	14	2.2	3	.8	1.8	4	2.2	6.6	6	**	.6	1	.4
Calvert	6.33	14	-	3	3	1	4	3	5	6	1	.33	1	.67
Garrett	10.13	12	1	2	1	4.25	3	**	4.38	5	.62	.5	1	.5
Caroline	6.6	11	1.25	2	.75	4.35	3	**	1	5	4	-	1	1
Queen Anne's	6.1	11	1	2	1	4.6	3	**	-	5	5	.5	1	.5
Somerset	4	10	1	2	1	.5	3	2.5	2.5	5	2.5	-	1	1
Kent	3.9	9	1	2	1	2.4	2	**	.5	4	3.5	-	1	1

* Excluding maintenance personnel.

** Meets or exceeds standards.

Table 11

Statistics of Maryland Public Libraries 1974-1975
Preliminary Statistics, Feb., 1976

Local Unit	OPERATING INCOME - STATE AND LOCAL FUNDS					OPERATING EXPENDITURES				
	Total	State	Local	Other	Income per Capita	Total	Salaries	Materials	Contract	Other
Total State	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	31,209,247	20,017,771	5,016,9[illegible]	[illegible]	[illegible]
Allegany	236,741	64,334	164,633	7,654	2.67	245,244	113,138	24,240	[illegible]	[illegible]
Anne Arundel	1,899,664	295,199	1,496,018	38,777	5.41	1,908,665	1,135,485	380,043	91,230	141,721
Baltimore City	8,283,234	364,165	5,921,435**	195,594	7.80	7,940,091	5,990,149	1,028,205	1,064,698	256,864
Baltimore County	6,132,424	310,641	5,365,058	448,715	9.47	6,009,572	3,867,016	1,353,977	441,541	540,038
Caroline	89,431	20,147	59,930	9,354	4.02	91,737	47,237	9,030	14,131	9,237
Carroll	242,669	43,239	175,000	24,430	3.06	270,838	133,219	51,036	63,043	23,490
Cecil	132,349	44,501	78,254	9,354	2.42	116,733	93,348	18,214	9,271	45,600
Dorchester	128,757	19,872	105,135	3,950	4.47	144,467	76,958	30,839	20,712	15,958
Frederick	299,170	36,892	241,788	20,490	3.19	307,172	191,392	59,813	11,736	43,881
Garrett	68,954	10,838	53,210**	4,946	3.08	72,421	36,089	15,313	10,945	10,014
Harford	541,230	81,380	425,000	34,850	4.16	540,123	312,252	121,492	41,461	70,918
Howard	506,134	33,516	425,813	46,365	5.44	505,506	271,147	122,540	47,432	64,387
Kent	47,601	8,338	34,963	4,298	2.83	37,205	25,002	5,871	3,638	2,638
Montgomery	4,813,727	210,204	4,171,141	232,382	7.91	4,409,836	3,573,310	528,980	-	308,546
Prince George's	6,510,001	426,662	6,068,717	16,622	9.22	6,485,016	4,336,132	736,202	348,430	864,201
Queen Anne's	75,645	8,224	58,072	9,349	3.88	70,172	41,121	9,705	6,923	12,423
Somerset	48,142	17,719	30,000	423	2.56	53,052	28,747	12,459	1,930	9,916
Takoma Park*	92,589	-	92,589	-	-	92,588	71,058	15,902	100	5,528
Talbot	104,277	9,108	76,133	18,906	4.11	116,893	77,874	21,237	3,412	14,370
Washington	430,455	70,356	327,160	40,939	4.13	443,924	257,309	88,036	32,283	66,296
Wicomico	292,201	27,117	200,186	24,903	4.38	280,817	151,304	46,281	17,647	23,985
Worcester	134,633	9,684	116,789	8,160	5.00	125,827	77,291	20,722	12,918	15,548
Regional Library Systems										
Southern Maryland	(100,000*)	65,830	(32,930*)	1,500	-	124,954	72,108	25,944	10,308	16,594
Calvert	91,432	12,950	77,855	647	3.63	92,065	50,298	15,090	14,407	12,270
Charles	204,717	21,312	179,452	3,948	3.16	216,296	115,407	47,618	29,730	23,531
St. Mary's	169,229	50,933	116,057	2,135	3.27	179,914	97,207	30,643	25,283	26,181
Cooperative Library Service Eastern Shore Regional Library	143,605	142,390	-	1,215	-	169,132	90,220	38,981	4,817	35,109
Maryland Materials Center	141,470	-	-	141,470	-	145,663	93,616	3,274	19,846	28,927
Western Maryland Regional Library	141,954	139,780	-	2,174	-	160,365	42,901	59,365	4,723	51,374

a. Income from cooperative library systems for shared operating expenses excluded from State total as follows: Southern Maryland Regional.
b. Does not include funds for State Resource Center operation.
* Omitted from total.
** Includes Revenue Sharing.
§§ Includes expenditures for Federal grants

Table 11A
Anticipated Income 1976 for Maryland Public Libraries

Local Unit	County		Municipality		Revenue Sharing		State Aid		Other		Totals	
	1975	1976	1975	1976	1975	1976	1975	1976	1975	1976	1975	1976
Total State	19,643,208	21,541,464	4,956,775	4,710,317	635,008	682,459	2,637,217	5,257,612	620,021	540,087	28,492,223	32,731,969
Allegany	142,295	177,819	240	-	-	-	68,973	148,641	-	-	211,508	326,460
Anne Arundel	1,521,050	1,645,810	-	-	-	-	232,208	413,492	62,400	28,988	1,815,658	2,086,290
Baltimore City	-	-	4,893,890	4,681,482	502,475	500,000	860,015	1,579,617	123,000	121,000	6,379,380	6,882,099
Baltimore	5,365,058	6,129,574	-	-	-	10,000	311,937	710,756	215,000	250,000	5,891,995	7,100,330
Calvert	73,140	94,686	-	-	-	-	10,984	27,408	500	1,600	84,624	123,694
Caroline	59,930	50,400	-	-	-	-	19,173	36,074	-	-	79,103	86,474
Carroll	181,320	240,320	-	-	-	-	44,573	96,892	8,930	8,408	234,823	345,620
Cecil	78,254	84,000	-	-	-	-	44,811	85,853	11,905	8,100	134,970	177,953
Charles	169,452	171,806	-	-	10,000	-	21,600	76,016	1,500	3,300	202,552	251,122
Dorchester	100,000	89,120	5,135	5,135	-	20,880	20,853	46,839	9,772	4,000	135,760	165,974
Frederick	209,928	200,365	15,000	15,000	-	-	35,322	103,148	15,500	16,500	275,750	335,013
Garrett	28,210	33,856	-	-	25,000	18,000	11,409	11,635	20,991	4,000	85,610	87,491
Harford	425,000	450,000	-	-	-	-	87,985	174,445	25,000	-	537,985	624,445
Howard	427,300	662,404	-	-	-	-	32,328	54,000	32,240	30,090	491,868	746,494
Kent	34,905	30,379	-	-	-	-	7,029	19,721	-	-	41,934	50,100
Montgomery	3,945,644	4,795,580	-	-	-	-	215,676	346,740	-	-	4,161,320	5,142,320
Prince George's	6,066,712	5,814,908	-	-	-	100,000	423,101	875,637	24,000	-	6,513,813	6,790,545
Queen Anne's	57,172	57,726	750	900	-	-	7,481	18,674	5,700	5,700	71,103	83,000
St. Mary's	116,057	130,769	-	-	30,000	33,579	50,372	93,812	2,300	2,800	198,729	260,960
Somerset	30,000	21,222	-	-	-	-	12,737	35,178	-	-	42,737	56,400
Talbot	4,100	72,501	4,500	4,500	67,533	-	8,820	15,933	27,700	16,500	112,653	109,434
Washington	292,200	292,200	34,960	1,000	-	-	72,050	171,290	29,183	34,101	428,193	498,591
Wicomico	198,686	161,860	1,500	1,500	-	-	29,068	79,821	4,400	5,000	233,654	248,181
Worcester	116,789	134,159	800	800	-	-	8,712	16,020	-	-	126,301	150,579

TABLE 41

PRESENT FACILITIES, PLANNED SPATIAL ADDITIONS, AND PROJECTED CONSTRUCTION COSTS FOR MARYLAND'S PUBLIC LIBRARY SYSTEMS FY 1976-1980

Local Unit	Population (1975 Est.)	Number of Locations*	Present Square Footage Used By System	Planned Spatial Addition (Sq. Ft.)	Cost @ $42/Sq. Ft.
Total State	4,127,200	169	1,735,643	557,500	23,415,000
Allegany	82,600	5	34,993	-	-
Anne Arundel	334,000	10	106,203	88,000	3,696,000
Baltimore City	840,000	39	500,600	10,000**	420,000
Baltimore	650,600	17	248,257	25,000	1,050,000
Calvert	25,200	1	15,700	-	-
Caroline	20,500	2	12,220	-	-
Carroll	79,300	5	12,100	25,000	1,050,000
Cecil	54,600	4	8,374	15,000	630,000
Charles	59,200	4	17,021	14,000***	588,000
Dorchester	28,900	2	18,700	1,600	67,200
Frederick	93,800	5	16,585	25,000	1,050,000
Garrett	22,400	6	15,055	1,600	67,200
Harford	129,900	5	53,102	34,000	1,428,000
Howard	93,100	5	17,000	36,100	1,516,200
Kent	16,800	1	1,900	12,000	504,000
Montgomery	583,900	17	226,029	75,000	3,150,000
Prince George's	706,300	19	295,352	140,000	5,880,000
Queen Anne's	19,500	1	10,000	-	-
St. Mary's	51,700	2	20,000	-	-
Somerset	18,800	2	2,800	10,200	428,400
Talbot	25,300	3	8,584	18,000	756,000
Washington	106,300	9	50,452	3,000***	126,000
Wicomico	57,600	1	20,000	24,000***	1,008,000
Worcester	26,900	4	24,616	-	-

* Includes administrative buildings, urban service library rooms, library stations, etc.
** Does not include space needs of State Library Resource Center
*** Includes space for Regional Resource Center

TABLE 42

Square-Foot Construction Costs

Public Libraries*

Year	Maryland
1968	$ 20.18
1969	21.23
1970	23.36
1971	27.47
1972	34.67
1973	36.52
1974	38.38
1975	42.00

*Maryland arithmetical averages were taken from information on file at the Division of Library Development and Services.

THE STATE LIBRARY NETWORK AND COOPERATIVE LIBRARY SERVICES

As indicated in the Master Plan the reason for a developing State library network and for the pursuit of cooperative library services is to "...make resources available to more people, avoid unnecessary duplication, and provide for effective and economic utilization of resources." (III-3)

The Maryland State Library Network serves the 24 public library systems and the academic and special libraries throughout the state. It provides an individual with access to statewide library resources. Local libraries are connected through their system's headquarters to one of three Regional Resource Centers (Western Maryland, Southern Maryland, and the Eastern Shore) and to the State Library Resource Center at Enoch Pratt Central. Requests that cannot be filled at Pratt may be forwarded to the McKeldin Library of the University of Maryland or to one of four Metropolitan Referral Centers located in Anne Arundel, Baltimore, Montgomery, and Prince George's Counties.

The initial implementation phase of the Master Plan has stressed cooperative efforts at the county, regional, and state levels. Attention has been given to both services and facilities, with special emphasis on developing the interinstitutional planning committees and expanding the state network to provide access to previously unaccessible major resource collections in the state.

The State Library Resource Center

The central facility of the Enoch Pratt Free Library system in Baltimore City has been designated by law as the State Library Resource Center. As such, the Center provides all Maryland residents with access to the specialized materials and services of a major reference and research collection. The extent of State responsibility for direction, policy control, and funding of the State Library Resource Center is ambiguously stated in the law. The Division of Library Development and Services was identified in the Master Plan as having the responsibility for seeing that the collection, policies, and services of the State Library Resource Center are compatible with identified State interests and needs. It also was identified as the appropriate agency for reviewing and evaluating services performed and for approving the budget for expenditure of State funds appropriated for State Library Resource Center purposes.

The recommendations which follow were designed to provide services that are planned to meet the needs of Maryland citizens.

It is recommended that the State Library Resource Center in cooperation with the Division of Library Development and Services develop a plan consistent with the recognized functions of State Libraries for meeting the identified library/information needs of the State.

The Planning Committee of the Advisory Council of the State Library Resource Center has been appointed and is currently working on the development of a long-range plan for the State Library Resource Center.

It is recommended that the State Department of Education continue to provide review and evaluation of the State Library Resource Center services through advisory groups, studies, and other appropriate means.

An Advisory Council has been appointed and is meeting regularly to review and evaluate the program of the State Library Resource Center. A continuing program of studies is being conducted by this Council, the staff of the Division of Library Development and Services, the staff of the State Library Resource Center, and the library planner for the Regional Planning Council.

It is recommended that by 1977 the Division of Library Development and Services in conjunction with officials of Enoch Pratt Free Library study the library and information needs of State government and prepare recommendations for State Library Resource Center functions and services in meeting these needs.

Funding has been requested to provide the staff and technical expertise for the development of a plan for the State Library Resource Center to meet the information needs of State agencies.

It is recommended that the Governor appoint an ad hoc committee representative of State and City governmental and library interests to recommend policy for funding of the State Library Resource Center. As an interim policy, it is recommended that budget requests of the State Library Resource Center and the State Department of Education be based upon the provisions of the first alternative.

The appointment of this ad hoc committee has been requested by the Department of Education and the Enoch Pratt Free Library. The committee has not yet been appointed.*

Facilities

The physical facility of the Enoch Pratt Free Library which serves as the State Library Resource Center was built in the early 1930's. The Division of Library Development and Services conducted an analysis of current (as of 1973) and projected space needs. The study was not exhaustive nor did it include alternatives to be considered in providing for space requirements. Consequently, a thorough study of space needs was recommended in order to provide more complete data on space requirements and to allow for reasoned consideration of possible alternatives.

It is recommended that the Maryland State Department of Education request funds in the 1976 budget for a study of space needs and alternatives; the Department of State Planning assume responsibility for the design and conduct of the study with the cooperation of the Maryland State Department of Education and the Enoch Pratt Free Library; the study be completed by July, 1976 and that requests for funding based on the recommendations be included in the 1977 and 1978 budgets of the Maryland State Department of Education.

Funds requested in the FY 1976 State Department of Education Budget to study the space needs and alternative solutions for the State Library Resource Center were deleted. A budget request for funds in FY 1977 was considered but the decision was made to review, update, and rewrite necessary justification documents. The required documentation will support a request from the Enoch Pratt Free Library and the Maryland State Department of Education for funding in FY 1978.

*The 1976 Maryland Legislature passed a resolution (SJR 41) calling upon the Governor to appoint a study commission on the funding of the State Library Resource Center.

It is recommended that the law be revised to provide that the State Department of Education requests for capital improvement funds for the State Library Resource Center be submitted to the Department of State Planning for study, review, and recommendation.

The Department of State Planning had made the Division of Library Development and Services staff aware of the general requirements and proper procedures for requesting funding in the State Annual Capital Budget. Planning Instruction Numbers 1-7 are now on file in the DLDS Public Library Office. Cooperative review of all aspects of building programs is a part of the process.

It is recommended that the Departments of State Planning and General Services assist the Department of Education in the establishment of procedures for funding and for cooperative review of appropriate aspects of a building program, and that the State assume at least 50 percent of the total cost of the construction program.

Once a request for capital expenditures for the State Library Resource Center has met the requirements for review by the Department of State Planning, consideration will be given to including the same in the program of State public works and capital projects at total State funding. The conditions outlined under Subsection 168, (c) and (d), of Article 77, Annotated Code of Maryland, apply.

Regional Library Resource Centers

Regional library resource centers form the intermediate link between local libraries and the State Library Resource Center and other resources in the state. The three regional library resource centers and the county libraries that they serve are:

1. Eastern Shore Regional Library Resource Center (Salisbury, Maryland)

   (1) Caroline County Public Library
   (2) Dorchester County Public Library
   (3) Kent County Public Library
   (4) Queen Anne's County Library
   (5) Somerset County Library
   (6) Talbot County Library
   (7) Wicomico County Free Library
   (8) Worcester County Library

2. Southern Maryland Regional Library Resource Center (La Plata, Maryland)

   (1) Calvert County Library
   (2) Charles County Library
   (3) St. Mary's County Memorial Library

3. Western Maryland Regional Library Resource Center (Hagerstown, Maryland)

   (1) Allegany County Library
   (2) Ruth Enlow Library (Garrett County)
   (3) Washington County Free Library

It is recommended that Regional Library Resource Centers develop an approved plan consistent with the criteria established by the State Department of Education for implementing staff, collection, and service standards within a five-year period.

Since Fiscal Year 1974, the regional library resource centers have been preparing annual and five-year plans which address standards recommended in the Master Plan, and significant progress has been made toward the achievement of the standards.

A comparison of the regional library resource centers' growth with relation to materials standards follows:

Master Plan Standard	Eastern Shore		Southern Maryland		Western Maryland	
	FY '72	FY '75	FY '72	FY '75 est.	FY '72	FY '75
1. 100,000 adult book titles	73,025	88,242	N/A	45,000	N/A	102,861
2. 250 periodical titles	188	215	N/A	250	303	473
3. 1,500 16mm films	361	604	18	109	64	213
4. 2,000 recordings	3,299	3,291	2,684	3,082	4,548	5,814
5. 500 filmstrips	N/A	80	1,303	1,414	168	253
6. 500 8mm films	505	443	164	135	355	672
7. 1,000 cassettes	389	1,132	519	703	473	1,068

The table above indicates the growth of regional library resource center collections. Resource development has varied somewhat depending on the priorities of the libraries being served in each region.

Studies, currently underway, of regional library interlibrary loan (ILL) activities, suggest that relationships between the collection standards for regional libraries and performance levels are not strong. For example, preliminary findings suggest that duplication may be desirable; hence, the number of volumes and the subject distribution of the volumes within the collections may be more important than the number of titles in achieving desired levels of performance.

The regional libraries are now trying to ascertain desirable levels of performance based on users' needs for materials and attempting to discover causal relationships between levels of performance and materials required to meet them. Some suggested criteria for evaluating ILL performance are 1) the regional libraries' ability to fill requests received; 2) their ability to fill requests within desired periods of time; and 3) their ability to fill requests to the patrons' satisfaction with information received.

It is recommended that regional resource centers, through involvement with other libraries and educational agencies, move toward serving and coordinating the resources of all libraries in the region.

Each regional library resource center has an advisory board consisting of library administrators and trustees of the county libraries served. These advisory boards participate in the planning process and approve regional library resource center plans before they are implemented.

In order to discover the library and information needs of the people served by the county libraries in each region, the regional library resource centers have initiated surveys of users and non-users of public libraries. These studies, funded under Title I of the Library Services and Construction Act, will provide a factual basis for future planning decisions. Surveys of the residents of Western Maryland and Southern Maryland have been completed and the survey of the Eastern Shore residents is near completion.

Financing

It is recommended that State funds for Regional Resource Centers be increased by $150,000 per year for the next two years and be allocated on a percentage increase to each Regional Resource Center.

The increased levels of funding recommended for regional libraries in the Master Plan for 1975 and 1976 have not been realized. During 1975, the three regional libraries received a total of only $304,000 in State funds. In 1976 it is projected that funds will increase approximately 15 percent.

The services performed by the regional libraries are many and varied. They provide interlibrary loan services, consultant services, inservice training, and other functions specified by law or requested by participating library systems. By Fiscal 1978, funding will no longer be on a formula basis but will be requested on the basis of the need for resources to meet specific levels of performance.

STATE APPROPRIATIONS FOR
REGIONAL LIBRARY RESOURCE CENTERS: ACTUAL
AND RECOMMENDED 1973-1975

	Actual	Recommended
1973	237,535	-
1974	304,000	454,000
1975	304,000	604,000

Facilities

Facility requirements for the Regional Library Resource Centers were described in minimal figures and as those absolutely essential for providing efficient public library services. Any changes in facilities are accompanied by careful planning and they are subject to the approval of the State Department of Education. A report of progress on specific recommendations follows.

It is recommended that the State Department of Education formulate regulations and guidelines for regional capital improvement programs.

The Division of Library Development and Services, through the State Department of Education, has provision for submitting an "Annual Capital Budget Request" for construction of Regional Resource Centers before July 1 each year.

Such requests must be submitted to the Department of State Planning, along with feasibility studies, schematics, preliminary designs and cost estimates, before the first day of the fiscal year preceding that fiscal year in which the funds will be requested; (i.e., before July 1, 1976, for FY 1978 Capital Budget Request).

It is recommended that a plan be formulated for the expansion of the Eastern Shore Regional Library Resource Center.

A Building Survey and Architectural Program, completed in December 1975, form the justification for expanding the Eastern Shore Regional Resource Center. Alternative methods of enlarging the present facility from 20,000 to 44,000 square feet and recommendations for the most economically sound means to accomplish this expansion are stated objectives of a feasibility study now underway. This study is to be funded by a Library Services and Construction Act, Title I, grant.

It is recommended that a construction feasibility study be made and a plan formulated for the expansion of the Southern Maryland Regional Library Resource Center.

A plan has been formulated for the renovation of "School Hall" on the grounds of Charlotte Hall Academy in St. Mary's County. To serve as an interim facility for the Southern Maryland Regional Resource Center, the structure offers approximately 11,000 square feet of usable space. An architectural firm has been contracted for five phases of renovation including schematic design, design development, preparation of construction documents, bidding, and supervision and inspection during actual renovation. All activities will be coordinated with representatives from SMRRC, DLDS, and Charlotte Hall and will be in accordance with the architectural program delineating resource center usages of space.

It is recommended that Subsection 169 [Subsection (8) and (9)] of the Annotated Code of Maryland be revised and clarified to reconcile conflicting interpretations of the law.

Subsection 169, (8) and (9), has been clarified. The revisions are included in a 1975 reprint entitled Annotated Code of Maryland, 1957, and the 1975 Supplement.

The State Department of Education may prepare requests for capital expenditures for Regional Resource Centers and submit them to the Department of State Planning for consideration in the program of State public works and capital improvement projects.

Cooperative Library Services

The Master Plan identified the active role the Division of Library Development and Services has provided through consistent stimulation and support of cooperative programs. Five areas of activity were mentioned:

- Consultant Services
- Grants of Federal Funds (LSCA and ESEA) Administered for Cooperative Projects
- Joint Planning
- Seminars and Workshops
- Studies and Publications

Cooperation extends to planning as well as to delivery of services, and the recommendations which follow are based upon the establishment of interinstitutional library planning committees and the development of planned library services.

It is recommended that an interinstitutional library planning committee be established in each county of the state through the joint action of the local Board of Public Library Trustees, Board of Education, Board of Community College, and Boards of Institutions of higher education, where such exist.

Interinstitutional library planning committees have been established in the following counties: Baltimore, Calvert, St. Mary's, Charles, Montgomery, Allegany, Garrett, Worcester, Harford, and Anne Arundel. In several other counties, meetings have been held to explore the possibility of establishing such a committee.

It is recommended, therefore, that the Division of Library Development and Services encourage and support the development of cooperative library programs through the following activities:

a. Providing staff assistance and consultant services to the planning and development of local and regional projects;

b. Acting as a clearinghouse and source of information on cooperative activities;

c. Providing continuing educational opportunities on interlibrary cooperation for library and educational personnel;

d. Initiating study and research activities on cooperative potentials among all types of libraries;

e. Utilizing the federal Library Services and Construction Act and such other funds as are available to stimulate and support interinstitutional cooperative activities; and

f. Providing evaluation, reporting, and dissemination of information about cooperative programs in the state.

The Division of Library Development and Services has provided staff assistance in the establishment and operation of these committees. Federal funds have been used to stimulate and support interlibrary cooperation in the following projects:

Union Microcat - Baltimore County
The Amebook - Harford County
Dialogue System and Access - Montgomery County
Winter Arts Festival - Worcester County
Summer Libraries - St. Mary's County
Regional Video Collection - Charles County
Materials Resources Program - Queen Anne's County
Union List of Serials - Baltimore County

Information concerning cooperative programs was published in Library Keynotes and distributed to libraries throughout the state.

It is recommended that the State Board of Education in cooperation with the Council for Higher Education and the State Board of Community Colleges prepare guidelines and criteria for interlibrary cooperation among the types of libraries.

No progress has yet been made on this recommendation.

It is recommended that the University of Maryland College of Library and Information Service assist in furthering knowledge and information on interinstitutional cooperation through conferences, institutes, research activities, and courses.

In the spring of 1975, the University of Maryland College of Library and Information Service assisted in the development of a workshop for public, school, and academic librarians on the utilization of automation in library programs.

It is recommended that regional library planning be continued and expanded under the present Librarian Technical Committees of the two Councils of Government in the metropolitan regions and the Advisory Committee to the three regional library resource centers in Western Maryland, Southern Maryland, and the Eastern Shore.

The Librarian Technical Committees of the two regional planning councils in the metropolitan area have continued to conduct an active program of planning for library services in their respective areas. The Technical Committee of the Council of Governments in the Washington, D.C., metropolitan area has developed plans for an interlibrary loan system and joint purchasing of supplies, coordinated bicentennial programs, and conducted studies of other areas of library service. The Technical Committee of the Regional Planning Council in the Baltimore metropolitan area has done studies on the State Network Interlibrary Loan program, the use of the State Library Resource Center on a walk-in basis, and information services in Baltimore City, Baltimore County, and Anne Arundel County. It is currently developing plans for special library services to the aging.

It is recommended that plans be developed in coordination with the computerized data-base project for academic libraries to ensure compatibility and eventual integration of the list of holdings of the State Resource Center with the data bank of holdings of other major collections in the state.

The holdings of the Enoch Pratt Free Library, Baltimore County Public Library, Essex Community College Library, and part of the holdings of the University of Maryland, Baltimore County, have been made available through a computer-based microfilm. Plans are being developed to expand this data-base in coordination with the MALCAP office to include other significant collections in the state.

MARYLAND'S SCHOOL LIBRARY MEDIA CENTERS

A unified media program is designed to support the instructional program of a specific school or school system. The school library media center provides information on all formats, equipment, instruction, and an organized environment for both formal and informal learning.

In order to carry out its role, the school library media center must have adequate financial support, a sufficient variety of materials, and suitably differentiated staff. Guidelines for defining what is adequate or suitable are set forth in the Maryland State Department's Criteria for Modern School Media Programs, and the recommendations presented in the Master Plan support these Criteria.

Coverage of school library media centers in the Master Plan was organized in four parts: collections, supervision and staffing, cooperative development, and facilities. Progress on specific recommendations is reported in what follows as well as updated tables on book costs, number of media items, and schools meeting criteria for staffing.

Collections

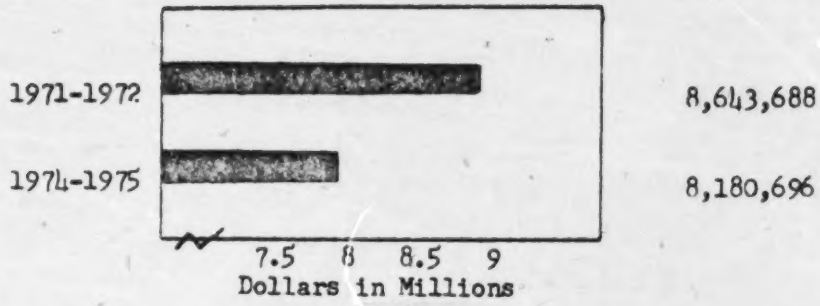
It is recommended that a portion of the additional State Aid appropriated to each local educational agency under the 1973 revision of the school financing formulae be utilized to build up those library media collections in each school which now fall below 75 percent of the recommended number of items.

Comparison of 1974-1975 figures with the 1971-1972 figures printed in the Master Plan indicates that the total enrollments have decreased while the total collection size has increased. Eleven of the 24 systems have, however, increased enrollments.

Progress in building up the collections is due more to declining enrollments than to any changes in State Aid since 1972. Per-pupil costs have risen and inflation has had a depressing effect on any progress made in developing collections to meet State criteria.

Cost of Textbooks and Library Books K-12 in Maryland Public Schools 1972 and 1975

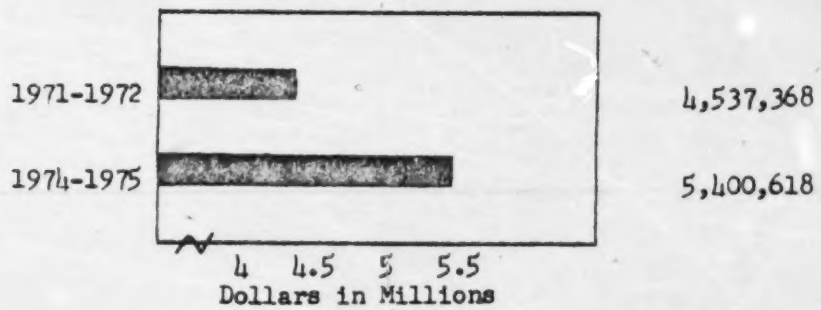
Textbooks



1971-1972 — 8,643,688

1974-1975 — 8,180,696

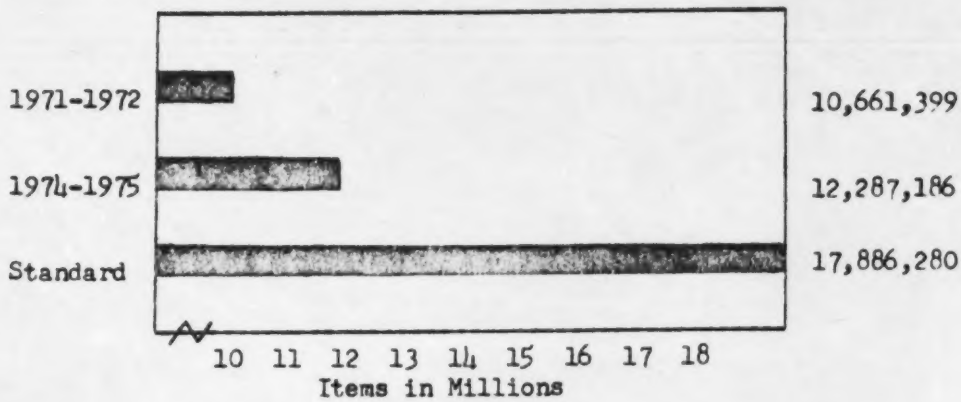
Library Books



1971-1972 — 4,537,368

1974-1975 — 5,400,618

Total Number of Media Items



1971-1972 — 10,661,399

1974-1975 — 12,287,186

Standard — 17,886,280

Planning

It is recommended that each local educational agency develop a plan for analyzing the library/media needs of each school and for establishing realistic five-year goals.

The School Media Office Staff, in cooperation with its Advisory Committee, has prepared a paper, titled "School Media Office Planning Document," which outlines the elements to be included in each local education agency plan. The elements to be included in all local plans are resources, services, training, facilities, funding, and coordination/cooperation. To further assist the local school systems, two documents have been prepared for use in program development. One document, titled Media Center Facility Design for Maryland Schools, focuses upon the total media program and what physical facilities are needed in order to achieve such a program. Much concern has been voiced around the state regarding types of services which can be provided. The second document Services of a School Media Program addresses this concern. Both of these documents support the concepts contained in the Criteria for Modern School Media Programs which also will provide planning assistance.

Thirteen local education agencies have been identified as the target population for developing five-year plans this year. Through work sessions and field service activities, the staff will assist in the development of these plans.

Supervision

It is recommended that each local educational agency provide supervision at the systems level to insure the development of media programs. There should also be studies to determine the feasibility of joint cooperative or contractual agreements among the smaller agencies with other agencies to provide the necessary services at each systems level.

During the past year, a number of activities have been provided to strengthen media supervision at the systems level. The following information will present a brief overview of these program activities.

The focus of ESEA, Title II, Special Purpose Grants (totalling approximately $121,000.00) has been to assist the local education agencies to develop systems level material centers.* The School Media Office has also provided approximately $13,000.00 in workshop/inservice money for program priorities identified by the local media supervisor.

Six goals have been established around which a series of inservice workshops for media supervisors are being held. These goals are:

- To develop, implement, and interpret an effective media program which supports the educational philosophy and goals of the local school system
- To encourage school media supervisors to serve as consultants, providing advisory service on all matters pertaining to media programs
- To encourage school media supervisors to exert leadership in working with other administrators and the community on immediate and long-range improvements in services
- To encourage school media supervisors to develop job classifications for school media personnel
- To assist school media supervisors in preparing, allocating, and administering the budget for school media resources
- To assist school media supervisors in administering central services for the acquisition, organization, and processing of library materials, both print and nonprint.

*During the past year, nearly 76,000 items were added to Central Office Media Collections from ESEA-II basic grant allocations.

Programs of the three meetings held thus far reflect the concerns and activities which are the responsibility of the systems level media supervisors.

To assist with the examination and selection of materials, the Division has entered into an agreement with the Anne Arundel County Public Schools' Review and Evaluation Center. The services and collection of this Center are being made available to everyone interested and involved with the selection of instructional resources.

Staffing

It is recommended that the Maryland State Department of Education investigate ways to provide for the desirable diversity of staff to provide for the range of professional, technical, and clerical services needed to develop, administer, organize, and maintain a unified media program. A task force should be appointed by the State Superintendent of Schools to conduct this investigation.

Specialists from the Office of School Media Services were assigned to follow through with suggestions for implementation of this recommendation. On November 13, 1975, a memo relating to the Diversity of Staff was submitted to David R. Bender, Assistant Director, School Media Office, suggesting that a committee be established to study staff needs and suggest general criteria for staff development.

Networking

It is recommended that the Division of Library Development and Services develop a plan for meeting the needs of teachers for educational materials by taking advantage of already existing resources in the State, including the University of Maryland and the Montgomery County Public Schools Educational Materials Laboratory.

A committee was appointed to draft a plan. The committee determined a number of specific concerns that should be addressed and then was directed to develop a plan for meeting teachers' needs for educational materials. Specifically, the plan should consider:

- A statement of the problem

  What are the educational needs of local teachers?
  How are the needs met?
  What is the magnitude of needs not filled?

- Unfilled information needs of Maryland's educators

  How are they identified?
  How are they to be processed?

- Possible information sources

  What and where are they?
  How are they to be used?

- The operation of the Network

  What input do schools have?
  What mechanism will facilitate Network use?

Cooperative Development

The State should encourage pilot projects for combined school-public libraries through the development of guidelines and criteria, through project approval, and through utilization of State funds to assure an adequate facility, collection, and staff. It should also provide plans and programs for evaluation.

The activities ralating to this recommendation focused upon finalizing the working paper titled Procedural Guidelines for a Combined School/Public Library for the Total Community. Cooperative projects between two or more types of informational agencies were discussed with the administrators of both public and school library/media programs. Difficulties to overcome in trying to realize this objective are many, but they are dealt with in the Procedural Guidelines. The Staff of the Division are compiling a list of such projects.

SUMMARY SHEET

Percentage of Schools With and Without Media Centers
Maryland Public Schools

	No. of Schools	No. of Media Centers	Percent of Schools With Media Centers	No. of Schools Without Media Centers	Percent of Schools Without Media Centers
1972-73	1,333	1,284	96.3	53*	3.7
1973-74	1,337	1,298	97.0	39	3.0
1974-75	1,339	1,289	96.3	50	3.7

*Some schools had more than one media center.

Table 17

Number and Percent of Schools with and without Media Centers: Maryland Public Schools: 1974-75

Local Unit	Total Number of Schools	Schools with Media Centers		Schools without Media Centers	
		Number	Percent	Number	Percent
Total State	1,339	1,289	96.3	50	3.7
Allegany	37	34	91.9	3	8.1
Anne Arundel	101	98	97.0	3	3.0
Baltimore City	205	184	89.8	21	10.2
Baltimore	161	159	98.8	2	1.2
Calvert	11	9	81.8	2	18.2
Caroline	9	9	100.0	0	0.0
Carroll	28	27	96.4	1	3.6
Cecil	25	25	100.0	0	0.0
Charles	26	26	100.0	0	0.0
Dorchester	19	15	78.9	4	21.1
Frederick	34	33	97.1	1	2.9
Garrett	17	17	100.0	0	0.0
Harford	38	37	97.4	1	2.6
Howard	40	40	100.0	0	0.0
Kent	8	8	100.0	0	0.0
Montgomery	202	202	100.0	0	0.0
Prince George's	233	233	100.0	0	0.0
Queen Anne's	10	10	100.0	0	0.0
St. Mary's	24	24	100.0	0	0.0
Somerset	16	9	56.3	7	43.7
Talbot	13	12	92.3	1	7.7
Washington	44	43	97.7	1	2.3
Wicomico	24	22	91.7	2	8.3
Worcester	14	13	92.9	1	7.1

Table 17A

Number and Percent of Schools with and without Media Centers: Maryland Public Schools: 1974-75
By Region

Local Unit	Total Number of Schools	Schools with Media Centers		Schools without Media Centers	
		Number	Percent	Number	Percent
Total State	1,339	1,289	96.3	50	3.7
Region:					
Southern Md.	61	59	96.7	2	3.3
Calvert	11	9	81.8	2	18.2
Charles	26	26	100.0	0	0.0
St. Mary's	24	24	100.0	0	0.0
Region:					
Eastern Shore	113	98	86.7	15	13.3
Caroline	9	9	100.0	0	0.0
Dorchester	19	15	78.9	4	21.1
Kent	8	8	100.0	0	0.0
Queen Anne's	10	10	100.0	0	0.0
Somerset	16	9	56.3	7	43.7
Talbot	13	12	92.3	1	7.7
Wicomico	24	22	91.7	2	8.3
Worcester	14	13	92.9	1	7.1
Region:					
Western Md.	98	94	95.9	4	4.1
Allegany	37	34	91.9	3	8.1
Garrett	17	17	100.0	0	0.0
Washington	44	43	97.7	1	2.3
Region:					
Balto-Wash. Metro.	1,067	1,038	97.3	29	2.7
Anne Arundel	101	98	97.0	3	3.0
Baltimore City	205	184	89.8	21	10.2
Baltimore	161	159	98.8	2	1.2
Carroll	28	27	96.4	1	3.6
Cecil	25	25	100.0	0	0.0
Frederick	34	33	97.1	1	2.9
Harford	38	37	97.4	1	2.6
Howard	40	40	100.0	0	0.0
Montgomery	202	202	100.0	0	0.0
Prince George's	233	233	100.0	0	0.0

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The table in this form was not a part of the Master Plan.

Table 17B

Number and Percent of Pupils in Schools with and without Media Centers: Maryland Public Schools: 1974-75

Local Unit	Total Pupils	Pupils in Schools with Media Centers		Pupils in Schools without Media Centers	
		Number	Percent	Number	Percent
Total State	894,314	885,219	99.0	9,095	1.0
Allegany	16,412	15,864	96.7	548	3.3
Anne Arundel	77,941	77,886	99.9	55	0.1
Baltimore City	173,198	166,269	96.0	6,929	4.0
Baltimore	126,145	126,145	100.0	0	0.0
Calvert	6,832	6,782	99.3	50	0.7
Caroline	5,301	5,301	100.0	0	0.0
Carroll	18,746	18,746	100.0	0	0.0
Cecil	13,473	13,473	100.0	0	0.0
Charles	16,820	16,820	100.0	0	0.0
Dorchester	6,191	5,939	95.9	252	4.1
Frederick	22,085	21,904	99.2	181	0.8
Garrett	5,729	5,729	100.0	0	0.0
Harford	33,365	33,365	100.0	0	0.0
Howard	23,123	23,123	100.0	0	0.0
Kent	3,647	3,647	100.0	0	0.0
Montogmery	124,324	124,324	100.0	0	0.0
Prince George's	151,210	151,210	100.0	0	0.0
Queen Anne's	4,643	4,643	100.0	0	0.0
St. Mary's	12,079	12,079	100.0	0	0.0
Somerset	4,420	3,525	79.8	895	20.2
Talbot	4,816	4,816	100.0	0	0.0
Washington	23,490	23,383	99.5	107	0.5
Wicomico	13,796	13,718	99.4	78	0.6
Worcester	6,528	6,528	100.0	0	0.0

The table in this form was not a part of the Master Plan.

Table 17C

Number and Percent of Pupils in Schools with and without Media Centers: Maryland Public Schools: 1974-75
By Region

Local Unit	Total Pupils	Pupils in Schools with Media Centers		Pupils in Schools without Media Centers	
		Number	Percent	Number	Percent
Total State	894,314	885,219	99.0	9,095	1.0
Region:					
Southern Md.	35,731	35,681	99.9	50	0.1
Calvert	6,832	6,782	99.3	50	0.7
Charles	16,820	16,820	100.0	0	0.0
St. Mary's	12,079	12,079	100.0	0	0.0
Region:					
Eastern Shore	49,342	48,117	97.5	1,225	2.5
Caroline	5,301	5,301	100.0	0	0.0
Dorchester	6,191	5,939	95.9	252	4.1
Kent	3,647	3,647	100.0	0	0.0
Queen Anne's	4,643	4,643	100.0	0	0.0
Somerset	4,420	3,525	79.8	895	20.2
Talbot	4,816	4,816	100.0	0	0.0
Wicomico	13,796	13,718	99.4	78	0.6
Worcester	6,528	6,528	100.0	0	0.0
Region:					
Western Md.	45,631	44,976	98.6	655	1.4
Allegany	16,412	15,864	96.7	548	3.3
Garrett	5,729	5,729	100.0	0	0.0
Washington	23,490	23,383	99.5	107	0.5
Region:					
Balto-Wash. Metro.	763,610	756,445	99.1	7,165	0.9
Anne Arundel	77,941	77,886	99.9	55	0.1
Baltimore City	173,198	166,269	96.0	6,929	4.0
Baltimore	126,145	126,145	100.0	0	0.0
Carroll	18,746	18,746	100.0	0	0.0
Cecil	13,473	13,473	100.0	0	0.0
Frederick	22,085	21,904	99.2	181	0.8
Harford	33,365	33,365	100.0	0	0.0
Howard	23,123	23,123	100.0	0	0.0
Montgomery	124,324	124,324	100.0	0	0.0
Prince George's	151,210	151,210	100.0	0	0.0

The table in this form was not a part of the Master Plan.

SUMMARY SHEET

Cost of Textbooks and Library Books
K-12 in Maryland Public Schools-
Exclusive of Federal Funds

	Textbooks	Per Pupil	Library Books (Print and Nonprint)	Per Pupil
1971-72	$ 8,643,688	$ 9.66	$4,537,368	$5.12
1972-73	10,984,282	12.26	4,524,292	5.10
1973-74	8,638,783	9.81	4,705,970	5.38
1974-75	8,180,696	9.43	5,400,618	6.29

Table 18

Cost of Textbooks and Library Books: PreK-12: Maryland Public Schools: 1974-75

Local Unit	Cost of Textbooks		Cost of Library Books	
	Amount*	Per Pupil/	Amount*/	Per Pupil/
Total State	$8,638,783	$9.81	$4,705,970	$5.38
Allegany	144,395	8.92	71,348	4.41
Anne Arundel	812,439	10.90	718,627	9.68
Baltimore City	2,102,237	11.94	93,749	0.53
Baltimore	1,349,484	10.89	421,572	3.40
Calvert	59,215	9.47	74,293	11.88
Caroline	31,920	6.34	39,681	7.89
Carroll	164,682	9.25	82,949	4.66
Cecil	126,998	9.85	97,308	7.55
Charles	186,440	11.74	185,498	11.68
Dorchester	46,525	7.59	22,825	3.80
Frederick	181,963	8.57	102,111	4.85
Garrett	27,081	4.72	25,241	4.41
Harford	435,915	13.66	190,016	5.96
Howard	249,385	11.73	429,460	20.19
Kent	42,382	11.75	25,419	7.05
Montgomery	841,066	6.66	898,385	7.41
Prince George's	1,187,451	7.89	785,554	5.33
Queen Anne's	39,348	8.74	23,679	5.26
St. Mary's	93,014	8.03	139,173	12.02
Somerset	33,142	7.81	42,655	10.05
Talbot	43,273	9.08	57,654	12.10
Washington	268,210	11.83	69,960	3.08
Wicomico	109,344	8.04	61,686	4.54
Worcester	62,874	9.96	47,127	7.46

* Selected Financial Data: Maryland Public Schools, 1973-74 Part II REIS-075-111-1/75

/ Selected Financial Data: Maryland Public Schools, 1973-74 Part I REIS-075-112-2/75

≠ Library Books includes print and non-print materials

Table 18A

Cost of Textbooks and Library Books: PreK-12: Maryland Public Schools: 1974-75
By Region

Local Unit	Cost of Textbooks		Cost of Library Books	
	Amount*	Per Pupil/	Amount*≠	Per Pupil/
Total State	$8,638,783	$9.81	$4,705,970	$5.38
Region:				
Southern Md.	338,669	9.75	398,964	11.86
Calvert	59,215	9.47	74,293	11.88
Charles	186,440	11.74	185,498	11.68
St. Mary's	93,014	8.03	139,173	12.02
Region:				
Eastern Shore	408,808	8.66	320,726	7.27
Caroline	31,920	6.34	39,681	7.89
Dorchester	46,525	7.59	22,825	3.80
Kent	42,382	11.75	25,419	7.05
Queen Anne's	39,348	8.74	23,679	5.26
Somerset	33,142	7.81	42,655	10.05
Talbot	43,273	9.08	57,654	12.10
Wicomico	109,344	8.04	61,686	4.54
Worcester	62,874	9.96	47,127	7.46
Region:				
Western Md.	439,686	8.16	166,549	3.97
Allegany	144,395	8.92	71,348	4.41
Garrett	27,081	4.72	25,241	4.41
Washington	268,210	11.83	69,960	3.08
Region:				
Balto-Wash. Metro.	7,451,620	10.13	3,819,731	6.96
Anne Arundel	812,439	10.90	718,627	9.68
Baltimore City	2,102,237	11.94	93,749	0.53
Baltimore	1,349,484	10.89	421,572	3.40
Carroll	164,682	9.25	82,949	4.66
Cecil	126,998	9.85	97,308	7.55
Frederick	181,963	8.57	102,111	4.85
Harford	435,915	13.66	190,016	5.96
Howard	249,385	11.73	429,460	20.19
Montgomery	841,066	6.66	898,385	7.41
Prince George's	1,187,451	7.89	785,554	5.33

* Selected Financial Data: Maryland Public Schools, 1973-74 Part II REIS-075-111-1/75

/ Selected Financial Data: Maryland Public Schools, 1973-74 Part I REIS-075-112-2/75

≠ Library Books includes print and non-print materials

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The table in this form was not a part of the Master Plan.

SUMMARY SHEET

Total Number of Media Items
In the Maryland Public School Systems: K-12

	Enrollment	Total Materials Collections	State Criteria (i.e., 20 Items Per Pupil)	Number of Items Needed to Meet State Criteria	Percentage of Total Number of Items Needed To Meet State Criteria
1971-72	922,051	10,661,399	18,441,020	7,779,621	42.2
1972-73	922,896	12,218,479	18,457,920	6,239,441	33.8
1973-74	911,097	11,559,555	18,221,940	6,662,385	36.6
1974-75	894,314	12,287,186	17,886,280	5,599,094	31.3

Table 19

Number of Media Items in Individual School Collections: Maryland Public Schools: 1974-75

Local Unit	Total Enrollment* (1)	Items in Materials Collections			
		Total Collection (2)	State Criteria / (20 items per pupil) Col. 3 = Col.(1)x 20	Items Needed to Meet State Criteria	
				Number Col. 4 = Col. 3-Col.(2)	Percent Col. 5 = Col. 4 ÷ Col. 3
Total State	894,314	12,287,186	17,886,280	5,599,094	31.3
Allegany	16,412	210,582	328,240	117,658	35.8
Anne Arundel	77,941	955,011	1,558,820	603,809	38.7
Baltimore City	173,198	1,813,945	3,463,960	1,650,015	47.6
Baltimore	126,145	2,001,298	2,522,900	521,602	20.7
Calvert	6,832	90,886	136,640	45,754	33.5
Caroline	5,301	79,552	106,020	26,468	25.0
Carroll	18,746	235,303	374,920	139,617	37.2
Cecil	13,473	178,887	269,460	90,573	33.6
Charles	16,820	216,801	336,400	119,599	35.6
Dorchester	6,191	97,276	123,820	26,544	21.4
Frederick	22,085	306,844	441,700	134,856	30.5
Garrett	5,729	82,499	114,580	32,081	28.0
Harford	33,365	474,251	667,300	193,049	28.9
Howard	23,123	370,829	462,460	91,631	19.8
Kent	3,647	55,687	72,940	17,253	23.7
Montgomery	124,324	2,072,664	2,486,480	413,816	16.6
Prince George's	151,210	2,094,107	3,024,200	930,093	30.8
Queen Anne's	4,643	69,810	92,860	23,050	24.8
St. Mary's	12,079	181,337	241,580	60,243	24.9
Somerset	4,420	58,477	88,400	29,923	33.8
Talbot	4,816	85,472	96,320	10,848	11.3
Washington	23,490	247,389	469,800	222,411	47.3
Wicomico	13,796	208,810	275,920	67,110	24.3
Worcester	6,528	99,469	130,560	31,091	23.8

* Enrollment as of September 30, 1974

/ Criteria for Modern School Media Programs. The figure 20 represents the minimal requirements.

Table 19A

Number of Media Items in Individual School Collections: Maryland Public Schools: 1974-75
By Region

Local Unit	Total Enrollment* (1)	Items in Materials Collections			
		Total Collection (2)	State Criteria/ (20 items per pupil) Col. 3 = Col.(1)x 20	Items Needed to Meet State Criteria	
				Number Col. 4 = Col. 3-Col.(2)	Percent Col. 5 = Col. 4 ÷ Col.3
Total State	894,314	12,287,186	17,886,280	5,599,094	31.3
Region:					
Southern Md.	35,731	489,024	714,620	225,596	31.6
Calvert	6,832	90,886	136,640	45,754	33.5
Charles	16,820	216,801	336,400	119,599	35.6
St. Mary's	12,079	181,337	241,580	60,243	24.9
Region:					
Eastern Shore	49,342	754,553	986,840	232,287	23.5
Caroline	5,301	79,552	106,020	26,468	25.0
Dorchester	6,191	97,276	123,820	26,544	21.4
Kent	3,647	55,687	72,940	17,253	23.7
Queen Anne's	4,643	69,810	92,860	23,050	24.8
Somerset	4,420	58,477	88,400	29,923	33.8
Talbot	4,816	85,472	96,320	10,848	11.3
Wicomico	13,796	208,810	275,920	67,110	24.3
Worcester	6,528	99,469	130,560	31,091	23.8
Region:					
Western Md.	45,631	540,470	912,620	372,150	40.8
Allegany	16,412	210,582	328,240	117,658	35.8
Garrett	5,729	82,499	114,580	32,081	28.0
Washington	23,490	247,389	469,800	222,411	47.3
Region:					
Balto-Wash. Metro.	763,610	10,503,139	15,272,200	4,769,061	31.2
Anne Arundel	77,941	955,011	1,558,820	603,809	38.7
Baltimore City	173,198	1,813,945	3,463,960	1,650,015	47.6
Baltimore	126,145	2,001,298	2,522,900	521,602	20.7
Carroll	18,746	235,303	374,920	139,617	37.2
Cecil	13,473	178,887	269,460	90,573	33.6
Frederick	22,085	306,844	441,700	134,856	30.5
Harford	33,365	474,251	667,300	193,049	28.9
Howard	23,123	370,829	462,460	91,631	19.8
Montgomery	124,324	2,072,664	2,486,480	413,816	16.6
Prince George's	151,210	2,094,107	3,024,200	930,093	30.8

* Enrollment as of September 30, 1974

/ Criteria for Modern School Media Programs. The figure 20 represents the minimal requirements.

The table in this form was not a part of the Master Plan.

TABLE 20 - Number and Percentage of Schools Meeting Criteria for Professional Staff and Total Staff
K-12: Maryland Public Schools
1974-1975

Elementary

	Total Number of Schools	Professional						Total Number and Percentage of Schools Meeting State Staffing Criteria	
		Under 250-749	Percent Meeting Criteria	750-2500+	Percent Meeting Criteria	1400-1399	Percent Meeting Criteria	Number	Percent
1971-72	940	350	37.2	-0-	0	0	0	6	0.6
1972-73	941	420	44.6	1	.1	0	0	0	0
1973-74	937	450	48.0	1	.1	0	0	3	0.3
1974-75	932	499	53.5	4	.4	0	0	2	0.2
Secondary (Includes Middle/Combined)									
1971-72	377	62	16.4	32	8.5	0	0	4	1.1
1972-73	392	102	26.0	12	3.0	0	0	0	0
1973-74	400	76	19.0	40	10.0	1	.3	2	0.5
1974-75	407	75	18.4	45	11.0	2	.5	1	0.2

Table 20A

Number and Percent of Schools Meeting Criteria* for Professional Library/Media Staff: Maryland Public Schools: 1974-75

Local Unit	Professional Staff							
	Total		Elementary		Middle/Combined		Secondary	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total State	625	46.7	503	53.9	45	48.4	77	24.7
Allegany	9	24.3	3	11.5	2	66.7	4	50.0
Anne Arundel	50	49.5	49	65.3	1	20.0	0	0.0
Baltimore City	58	28.3	54	35.8	1	12.5	3	6.5
Baltimore	119	73.9	90	81.1	5	83.3	24	54.5
Calvert	3	27.3	3	42.9	0	0.0	0	0.0
Caroline	7	77.8	4	80.0	0	0.0	3	75.0
Carroll	11	39.3	8	50.0	3	42.9	0	0.0
Cecil	3	12.0	0	0.0	3	100.0	0	0.0
Charles	12	46.2	9	52.9	3	60.0	0	0.0
Dorchester	5	26.3	3	30.0	0	0.0	2	50.0
Frederick	19	55.9	16	69.6	2	50.0	1	14.3
Garrett	1	5.9	1	7.7	0	0.0	0	0.0
Harford	20	52.6	20	76.9	0	0.0	0	0.0
Howard	38	95.0	22	95.7	10	100.0	6	85.7
Kent	2	25.0	0	0.0	2	66.7	0	0.0
Montgomery	121	59.9	99	67.8	3	75.0	19	36.5
Prince George's	97	41.6	92	53.5	0	0.0	5	8.2
Queen Anne's	1	10.0	1	16.7	0	0.0	0	0.0
St. Mary's	17	70.8	15	88.2	1	25.0	1	33.3
Somerset	4	25.0	0	0.0	1	25.0	3	100.0
Talbot	2	15.4	0	0.0	1	50.0	1	33.3
Washington	17	38.6	11	40.7	5	50.0	1	14.3
Wicomico	3	12.5	0	0.0	1	100.0	2	28.6
Worcester	6	42.9	3	42.9	1	33.3	2	50.0

* Criteria for Modern School Media Programs, MSDE 1975

The table in this form was not a part of the Master Plan.

Table 20B

Number and Percent of Schools Meeting Criteria* for Total Library/Media Staff: Maryland Public Schools: 1974-75

Local Unit	Total Staff							
	Total		Elementary		Middle/Combined		Secondary	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total State	3	0.2	2	0.2	1	1.1	0	0.0
Allegany	0	0.0	0	0.0	0	0.0	0	0.0
Anne Arundel	0	0.0	0	0.0	0	0.0	0	0.0
Baltimore City	1	0.5	1	0.7	0	0.0	0	0.0
Baltimore	1	0.6	1	0.9	0	0.0	0	0.0
Calvert	0	0.0	0	0.0	0	0.0	0	0.0
Caroline	0	0.0	0	0.0	0	0.0	0	0.0
Carroll	0	0.0	0	0.0	0	0.0	0	0.0
Cecil	0	0.0	0	0.0	0	0.0	0	0.0
Charles	0	0.0	0	0.0	0	0.0	0	0.0
Dorchester	0	0.0	0	0.0	0	0.0	0	0.0
Frederick	0	0.0	0	0.0	0	0.0	0	0.0
Garrett	0	0.0	0	0.0	0	0.0	0	0.0
Harford	0	0.0	0	0.0	0	0.0	0	0.0
Howard	0	0.0	0	0.0	0	0.0	0	0.0
Kent	0	0.0	0	0.0	0	0.0	0	0.0
Montgomery	1	0.5	0	0.0	1	25.0	0	0.0
Prince George's	0	0.0	0	0.0	0	0.0	0	0.0
Queen Anne's	0	0.0	0	0.0	0	0.0	0	0.0
St. Mary's	0	0.0	0	0.0	0	0.0	0	0.0
Somerset	0	0.0	0	0.0	0	0.0	0	0.0
Talbot	0	0.0	0	0.0	0	0.0	0	0.0
Washington	0	0.0	0	0.0	0	0.0	0	0.0
Wicomico	0	0.0	0	0.0	0	0.0	0	0.0
Worcester	0	0.0	0	0.0	0	0.0	0	0.0

* Criteria for Modern Schools Media Programs, MSDE 1975

The table in this form was not a part of the Master Plan.

MARYLAND'S ACADEMIC LIBRARIES *

A progress report on Maryland's Academic Libraries as set forth in the 1976-1980 Master Plan is both timely and challenging as it indicates the steady progress being made at the institutional level through a well-coordinated system.

In an attempt to improve coordination on a statewide basis, legislation was enacted in 1976 which augmented the State's educational network by creating the State Board for Higher Education. This agency, charged with investigating and evaluating the present and future capabilities of the State's post-secondary educational institutions, will develop an overall plan setting forth the objectives, priorities, and the methods and guidelines necessary to achieve and maintain them. In accordance with this legislation, the State Board for Higher Education is further mandated to appoint continuing advisory committees representing various groups in the higher education community and to present recommendations to the Board on matters affecting them. In light of this legislation,

It is recommended that the State Board for Higher Education consider an advisory committee responsible for providing the State Board for Higher Education with assistance and guidance in matters pertaining to academic libraries in the State and to be specifically responsible for maintaining and revising the Master Plan for academic libraries.

As a clearinghouse for studies and research for academic libraries, this committee will provide the Board with the necessary input for all segments, insuring that efforts to improve library services are effectively utilized. To this end, the committee will provide the necessary direction and assistance to the Board by articulating the needs of the State's academic libraries. When this recommendation is implemented, the State Board for Higher Education will be in a better position during the ensuing academic year to plan for library development in a more coordinated fashion, rather than in isolation.

*This section has been prepared by the Maryland Council for Higher Education.

Collections

A major recommendation of the Master Plan called for full financial support for Maryland Academic Libraries in meeting their growth objectives in library collections for the three segments of higher education.

The Maryland Council for Higher Education has recommended that a library budget of approximately ten percent of an institution's instructional budget is an appropriate baseline. Some institutions reported a library budget of less than ten percent of the instructional budget. If the recommended baseline support is not available for academic libraries, greater disparities between current holdings and baseline standards and evaluative criteria established by the State will occur.

With the problems of inflation and corresponding budget cuts, it may be impossible to maintain current collections levels and standards.

It is therefore recommended that the budget guideline of approximately ten percent of the instructional budget be followed for allocations to institutional libraries.

This funding level should provide for maintaining collections at institutions to support instructional programs adequately.

The second recommendation of the Master Plan calls for library directors to be members of the college curriculum or educational planning committee at each institution, and that each post-secondary education segment establish an advisory Library Development Committee to assist in planning the general growth of library collections. To this end, the process for planning academic libraries has evolved to include librarians from each of the three segments. Additionally, librarians can become more involved in the State's planning process as the State Board for Higher Education initiates its various advisory committees.

Facilities

Specific guidelines for college library construction were endorsed in the 1976-1980 Master Plan for Stack Space, Reader Space, Seating Space, and Service Space for both four-year institutions and two-year institutions.

Since adoption of these guidelines, representatives of the Department of State Planning, Department of General Services, Department of Budget and Fiscal Planning, and the Maryland Council for Higher Education and representatives of the segment boards and institutions adopted space guidelines amending the service-space formula from 25 percent of total stack and seating space to 16 percent of total stack and reading and study space, allowing for an additional 140 NASF* per staff requiring office space. These space projection guidelines provide a procedure for institutions to compute and project various types of space required. Institutions are permitted to submit projections for capital budget requests five years in advance and for space which includes library facilities on ten-year projections. Institutions annually submit projections of student enrollment, faculty and staff, space requirements, and inventory of each type of space available.

In light of the recently approved amendment,

It is recommended that the following guideline be used for college library construction for the three segments of higher education: that processing and service space be projected on the basis of 16 percent of the space in both Reading and Study and Stack areas. The standard of the Association of College and Research Libraries (July, 1975) shall be used for the collection and staffing. This classification does not include staff office space, currently allowed at 140 NASF per staff requiring office space to cover all space required for faculty, administrative, clerical, student offices (1,120 square feet maximum), library offices, file rooms, mimeograph rooms, vaults, conference rooms, waiting rooms, interview rooms, closets, private toilets, record rooms, and office supply rooms. Centralized mimeograph or print shops are not included.

*Net assignable square feet

Personnel

Recognizing the need for additional professional and nonprofessional staff for Maryland's academic libraries, several recommendations emerged establishing guidelines for staffing, adequate personnel compensation, and determining the need for additional training for library technicians.

One guideline called for Maryland's academic libraries to recognize the ratio of professional librarians and nonprofessional librarians to FTE* based on various institutional sizes. While several post-secondary educational institutions adopted this guideline as basis for library planning, the Board of Trustees of State Colleges adopted the "A" level of the ALA's Formula B for professional librarians and ALA standards for clerical and nonprofessional library staff (2 nonprofessionals to every professional).

It was further proposed that those publicly-supported academic institutions in Maryland, which do not yet allow professional library staff members faculty status, rank, and a salary scale paralleling that of the teaching faculty, change their policies so that their professionals be accorded such status, rank, and salary scale. Maryland has implemented this recommendation for most of its publicly-supported academic institutions. The previous recommendation is reiterated for those institutions not presently providing this opportunity.

The Master Plan indicated that studies be made by the State Board for Community Colleges addressing curriculum required for training library technicians along with student interest in order to establish a successful program which would provide Maryland's academic libraries needed nonprofessional workers. In addition to the several Library Assistance Technician programs currently offered by Maryland's publicly-supported community colleges, which report favorable employment opportunities for its graduates, the State Board for Community Colleges continues to meet its goal of offering a comprehensive selection of career programs to aid the manpower needs of the State and its communities.

*Full-time equivalent

Coordination

Several major recommendations for more effective planning and coordination were advanced in the Master Plan, all of which have been given serious consideration by the Maryland Council for Higher Education and the segments of higher education. It was recommended that Maryland's academic libraries develop or join a centralized automated system under the Maryland Council for Higher Education. This system would coordinate leadership to improve statewide interlibrary cooperation, computer applications, and automated services in purchasing, cataloging, and book processing. It was also recommended that the Board of Trustees of State Colleges actively encourage intercommunication among the librarians of its constituent colleges, that the State Board for Community Colleges perform a similar function for its constituent members, and statewide coordination and automation be achieved through the Maryland Council for Higher Education by means of a statewide Library Study Committee and the fullest development of an organized statewide automated processing system.

In its Tenth Annual Report to the Governor and the General Assembly, the Maryland Council for Higher Education recommended that MALCAP, aimed at implementing a system of coordinated purchasing, cataloging, and interlibrary services, be funded by the State by an appropriation from the Board of Public Works. This vital phase of higher education library coordination, subsequently, could become statewide and encompass all private as well as public higher education library resources in the state. The Council staff has attempted to specify more clearly the nature and scope of statewide coordination through MALCAP.

Additionally, in an effort to foster communication among librarians, the Board of Trustees of State Colleges established an advisory committee of librarians which has provided the necessary assistance and guidance to enhance the planning process. Likewise, the State Board for Community Colleges is formulating a similar structure as one component of its master planning process.

It was also recommended that State and community college libraries, which have not already completed conversion to the Library of Congress classification, do so as soon as possible; that the conversion be accomplished with few or no deviations; and that where a substantial reclassification of library collections is necessary, (10,000 volumes or more), State funds be provided to perform the operation and reduce the interim period when the library's collections and catalogs are divided between two systems and two locations.

As previously reported, most public community colleges in Maryland have completed the conversion to LC classification. The State colleges, recognizing that conversion to LC classification would be essential to a potentially automated system, recently established a Board policy requiring the eventual conversion of all institutional library collections to the Library of Congress classification scheme.